



<b>Title: WORKPLACE VIOLENCE PREVENTION POLICY</b>		<b>Policy No: 8.20</b>
<b>Approved By: Commissioner of Corporate Services</b>		<b>Page No: 8.20.1 (of 2)</b>
<b>Issued: June, 2011</b>	<b>Revised: July, 2018</b>	<b>Responsibility: Corporate Services - Human Resources</b>

## **1. POLICY**

- 1.01 The Region of Durham is committed to ensuring legislative compliance with the Ontario Occupational Health and Safety Act and its Regulations in order to protect the safety and well-being of employees.
- 1.02 The Region of Durham recognizes the potential for violence in the workplace / and will take reasonable precautions to identify, minimize or eliminate risk by: conducting risk assessments, ensuring the implementation of appropriate control measures and providing information and instruction to staff.
- 1.03 Corporate Services – Human Resources shall maintain a program to facilitate this policy with respect to workplace violence.
- 1.04 This program will be reviewed annually.

## **2. PURPOSE**

- 2.01 The purpose of this policy and the aforementioned program is to:
- Comply with the Occupational Health and Safety Act and its regulations.
  - Ensure that staff are aware and understand their roles and responsibilities relating to workplace violence prevention and reporting.
  - Ensure that incidents of workplace violence are reported to management and law enforcement as appropriate.
  - Ensure that complaints of workplace violence are handled in a timely and equitable manner.
  - Ensure that reasonable precautions are taken in the workplace to protect workers from workplace and domestic violence.
  - Provide a safe and healthy work environment.

### **3. LEGISLATION**

- 3.01 Under the Occupational Health and Safety Act, all employers must take reasonable precautions in the circumstances to protect the health and safety of workers. This includes putting measures in place to protect against the risk of workplace violence and workplace harassment.

### **4. APPLICATION**

- 4.01 All Region of Durham staff, elected officials, volunteers, students and contractors providing services on behalf of the Region of Durham.
- 4.02 If Regional staff are subject to violent behaviour by non-Regional employees such as members of the public, LTC residents, contractors, consultants, and delivery or service people – the Region is obligated to respond.

### **5. INQUIRIES**

- 5.01 For additional information regarding this policy please contact your manager or the Corporate Health, Safety and Wellness section of Corporate Services – Human Resources.

### **6.0 REFERENCES**

- 6.01 Corporate Services – Policy and Procedures Manual:  
Employee Code of Conduct  
Harassment and Discrimination Prevention Policy
- 6.02 Workplace Violence Prevention Program
- 6.03 Occupational Health and Safety Act & Regulations