

College Practices

Approved: June 9, 2010
Responsibility: COG

PRACTICE NUMBER : NC500-10

PRACTICE TITLE: Workplace Violence Prevention

A. Background and Definitions

This practice protects and governs all employees, contractors, volunteers, students and visitors to our workplaces. This includes at our campuses and our buildings and at other places where employees, contractors and volunteers work.

What is workplace violence? Under the Occupational Health and Safety Act, "workplace violence" means:

- (a) the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;

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2. We will hold workers, students and visitors accountable by imposing discipline and other sanctions (up to and including discharge, expulsion and trespass notices). In doing so, we will act in accordance with the rights and obligations established in collective agreements and college practice.
3. We may also initiate criminal or civil proceedings against individuals who engage in workplace violence.

Responsibilities

4. Executive Team includes the President and Vice Presidents. It is the responsibility of the Executive Team
 - a) to take reasonable preventative measures to protect employees and others in College workplaces from violence;
 - b) to ensure that a workplace violence assessment is conducted;
 - c) to develop procedures to address the workplace violence risks identified in the violence assessment;
 - d) to ensure that this practice is communicated to employees, students and contractors
 - e) to ensure that employees, students, visitors and contractors are aware of the practice and their responsibilities.

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Reporting and Investigating

8. Reporting incident/threat of workplace violence: Do not ignore threatening or violent behaviour. If you witness or experience violence or threats of violence, or if you feel that a colleague, student or visitor is likely to become violent, report the situation to a supervisor, a person in authority or campus security. If in doubt, report, even if it involves naming another individual as someone who may pose a threat.
9. Investigation of incidences of workplace violence: The College will promptly investigate all reports with a view to resolving any ongoing threat of violence. Threat assessment and resolution is the responsibility of the office of the Manager, Health and Safety, who will collaborate with Academic Office, Human Resources and Security and will obtain expert assistance as required. In responding to reports, the College will abide by the applicable terms of College practices and collective agreements.

Note: The Workplace Harassment Prevention practice should be consulted whenever there are concerns about harassment in the workplace.

D. Related Documents and Links

Legislation

Occupational Health and Safety Act

http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

Freedom of Information and Protection of Privacy Act

http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm

Human Rights Code

<http://www.ohrc.on.ca/en/ontario-humanrights-code>

Supplementary

Ontario Colleges of Applied Arts and Technology Collective Agreements

Niagara Regional Police Service/Niagara College Security Operations Protocol

School Police Emergency Action Response (SPEAR)

Emergency Response Reference Guide (Red Book)

Hicks Morley Safe Campus Environment Project August 2007

Ministry of Labour Occupational Health and Safety Branch Workplace Violence and Harassment: Understanding the Law

Canadian Centre for Occupational Health and Safety Violence in the Workplace Prevention Guide

Occupational Health and Safety Council of Ontario:

Developing Workplace Violence and Harassment Policies and Programs

Developing Workplace Violence and Harassment Policies and Programs: A Toolbox

Developing Workplace Violence and Harassment Policies and Programs: What Employers Need to Know

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Workplace Violence Assessments

College Practices and Procedures

Imminent Threat: Shelter-in-Place, Hold & Secure/Lockdown
Employee Assistance Program
Weapons and Firearms
Harassment and Discrimination
Cash and Cheques Collected by Staff
After Hours Access to College Buildings
Computer and Network Use
Key(s) and Building Security
Publication of Student Rights and Responsibilities
Student Complaints and Issues
Use of Personal Recording Devices on Campus.
Students with Disabilities
Illegal Use of Drugs and Alcohol
Academic Code of Behaviour
Behaviour and Risk Assessment
Niagara College Parking Procedures and Regulations
Solicitation
Travel and Expense
Protection of Privacy
Emergency Preparedness Plan
College Health and Safety Policy
College Health and Safety Program