



Prevention of Workplace Violence Policy

Policy Type: Human Resources
Policy Title: Prevention of Workplace Violence Policy

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Chair Signature: _____ Date: _____

This policy addresses the prevention of workplace violence as part of the Otonabee-South Monaghan Public Library Board's responsibility for worker health and safety under the Ontario ***Occupational Health and Safety Act***.

Violent behaviour or threat of in the workplace or online is unacceptable from anyone including staff, members of the Board, volunteers, clients, and others who do business with the Library. Individuals who violate this policy may be removed from Library property, and in the case of employees, are subject to disciplinary action including termination.

Section 1: Definition

- 1 The Otonabee - South Monaghan Public Library recognizes the definition of violence as set out in the ***Occupational Health and Safety Act***. Workplace violence means:
 - a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
 - b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
 - c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. *Occupational Health and Safety Act, R.S.O. 1990, chapter O.1, s.1 (1)*
2. Violence in the workplace may include:
 - a) verbally threatening to attack a worker
 - b) leaving threatening notes or sending threatening electronic communications to the workplace
 - c) shaking a fist in a worker's face
 - d) hitting or trying to hit a worker
 - e) throwing or kicking an object
 - f) sexual aggression against a worker
3. Violence in the Library or on Library property also includes:
 - a) intentionally or recklessly damaging of the property of another person
 - b) intentionally causing alarm
 - c) recklessly creating a risk by fighting
 - d) creating a hazardous condition or danger by recklessly engaging in conduct which creates a substantial risk of serious physical injury

Section 2: Responsibility and Response

- e) intentionally placing or attempting to place another person in fear of imminent serious physical injury
- f) wielding a weapon

4. Inclusion:

- a) Application of this policy includes employees, Library Board, volunteers and those on work placement

1. The CEO or designate must develop and maintain a workplace violence procedure which will set out:

- a) a process for assessing the risk of violence in the workplace
- b) measures to control risk including those from domestic violence
- c) procedures for reporting incidents of violence
- d) the process for dealing with, and investigating, violent incidents and complaints. (See Appendix A which follows).

2. The health and safety of all employees shall be considered paramount

3. Employees are encouraged to report behaviour that they reasonably believe poses a potential for violence as described above.

4. Anyone experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the police.

5. Workplace violence should be reported immediately to the most senior staff member available.

6. Physical or sexual assault or threat of physical violence will be reported to the police.

7. All reports will be thoroughly investigated by the CEO or designate.

8. The CEO will provide staff with information on the risk of violence in the library and training workshops on a periodic basis addressing concerns such as “dealing with difficult people.”

9. The Otonabee-South Public Monaghan Library, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on library property in cases where the employee suspects that an act of violence, will result from an encounter with said individual(s).

10. This policy (HR-08) and the Workplace Violence Program (HR-08-Appendix A) will be:

- a) reviewed annually by the Library Board

- b) posted at each branch

Section 3: Confidentiality and False Reports

1. All investigations shall be conducted in strict confidence to the extent possible. Documents will be stored in the Human Resources cabinet and access to these records will be restricted to the CEO.

2. Employees who are found to have made false or malicious complaints will be subject to disciplinary action.

Related Policies and Documents:

Occupational Health and Safety Act, R.S.O. 1990, chapter O.1

Bill 168: An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters. (Statutes of Ontario, 2009, Chapter 23)

Otonabee-South Monaghan Public Library Policy **HR-07: Workplace Harassment and Discrimination**

Otonabee-South Monaghan Public Library Policy **HR-09: Health and Safety Policy**

Otonabee-South Monaghan Public Library Policy **OP-02 Safety, Security and Emergency**