

| RURAL MUNICIPALITY OF SHELBROOK NO.493 | | | |
|---|---------------------------|------------|-----------------|
| Policy and Procedure | | | |
| Issued: | May 8, 2024 | Policy No: | 2024-002 |
| Subject | WORKPLACE VIOLENCE | Page: | 1 of 5 |
| Effective | Resolution No. 134-04.24 | Dated: | May 8, 2024 |

1 POLICY

- 1.01 The **R.M. of Shellbrook No. 493** does not tolerate violence or unacceptable behavior in the workplace perpetrated by or against employees, customers, clients, or other third parties. In the event of a violent incident or unacceptable behavior perpetrated by an employee, the **R.M. of Shellbrook No. 493** will act to severely discipline the employee, up to and including discharge for cause.
- 1.02 The **R.M. of Shellbrook No. 493** shall establish programs and procedures to reduce the risk of violence and unacceptable behavior in the workplace. All employees are expected to be aware of and participate in such programs and procedures, as required.
- 1.03 A copy of this policy shall be provided to each new employee as part of the employee's hiring documentation. Additionally, this policy shall be posted and remain posted on all workplace bulletin boards.
- 1.04 This policy shall be reviewed after any serious incident or at least annually, whichever is the earlier.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is:
 - (i) to recognize that workplace violence is an occupational health and safety hazard which may result in physical and emotional harm;
 - (ii) to establish procedures to minimize and/or prevent violence and unacceptable behavior in the workplace; and
 - (iii) to foster the safety and security of the **R.M. of Shellbrook No. 493** employees, customers, and visitors to our work sites.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees of and visitors to the **R.M. of Shellbrook No. 493**.

4 RESPONSIBILITY

- 4.01 **Employees**
 - (i) Employees are responsible for informing their Supervisors of any violence, potential risk of violence, or unacceptable behavior they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or his or her co-worker's safety.
 - (ii) Employees are responsible for reporting to their Supervisors any incidents of violence or close calls, according to the procedures set out in this policy.
 - (iii) Employees are responsible for attending any training or information sessions provided by the employer to reduce violence or risks of violence.
-

| RURAL MUNICIPALITY OF SHELBROOK NO.493 | | | |
|---|---------------------------|-------------------|-----------------|
| Policy and Procedure | | | |
| Issued: | May 8, 2024 | Policy No: | 2024-002 |
| Subject: | WORKPLACE VIOLENCE | Page: | 2 of 5 |
| Effective | Resolution No. 134-04.24 | Dated: | May 8, 2024 |

- (iv) Employees are expected to co-operate with the police, company investigators or other authorities as required during any investigation related to workplace violence.

4.02 Supervisors

- (a) Supervisors are responsible for assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and informing any affected employee of such risks or potential risks.
- (b) Supervisors are responsible for ensuring employees are trained to:
 - (i) recognize the potential for violence;
 - (ii) follow the procedures and policies developed to minimize risk;
 - (iii) respond to incidents appropriately; and
 - (iv) report and document such incidents.
- (c) Supervisors are responsible for tracking and reporting risks of violence, incidents of violence, and close calls to management and the Occupational Health Committee, according to the time lines set out in the procedures. The Violent Incident Report Form is used for this purpose.
- (d) Supervisors are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking reports.
- (e) Supervisors are responsible for co-operating with police, company investigators or other authorities, as required, during any investigation related to workplace violence.

5 DEFINITIONS

5.01 **"Violence"** means unacceptable behavior as defined in paragraph 5.03 and includes any incident in which there is:

- (a) the exercise of physical force by a person against an employee in the workplace that causes or could cause physical injury to the employee,
- (b) an attempt to exercise physical force against an employee in a workplace that could cause physical injury to the employee,
- (c) a statement or behavior that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee in a workplace that could cause physical injury to the employee,
- (d) an attempt to threaten or assault a client or visitor to the workplace while on company premises, or
- (e) an attempt by an employee to threaten or assault a client, co-worker or other individual in circumstances relating to the employee's execution of his or her duties, whether on or off company premises.

5.02 **"Workplace"** means in or on the property of the **R.M. of Shellbrook No. 493**, or away from the **R.M. of Shellbrook No. 493** property if the employee is engaged in work-related activities.

| RURAL MUNICIPALITY OF SHELBROOK NO.493 | | | |
|---|---------------------------|------------|-----------------|
| Policy and Procedure | | | |
| Issued: | May 8, 2024 | Policy No: | 2024-002 |
| Subject: | WORKPLACE VIOLENCE | Page: | 3 of 5 |
| Issued by: | Resolution No. 134-04.24 | Dated: | May 8, 2024 |

- 5.03 **"Unacceptable behavior"** means physically or psychologically aggressive behaviors including but not limited to:
- hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
 - carrying or brandishing weapons of any sort
 - throwing objects at an individual with a view to cause physical injury or fear
 - destruction of workplace or co-worker's property
 - threats of violence
 - intimidating behavior including the use of foul language that causes the recipient to have a fear of physical violence
 - obscene or harassing telephone calls
- 5.04 **"Close calls"** means incidents which did not result in actual physical harm but, except for circumstance, had the potential to result in physical harm.
- 5.05 **"Minor incident"** means an incident in which no one is physically harmed in any way and which was resolved through employee or supervisory mediation.
- 5.06 For the purpose of this policy a **"serious incident"** means an incident:
- (a) in which a worker is killed;
 - (b) in which a worker suffers:
 - (i) an injury;
 - (ii) unconsciousness;
 - (iii) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot;
 - (iv) amputation of an arm, leg, hand, foot, finger or toe;
 - (v) third degree burns;
 - (vi) permanent or temporary loss of sight;
 - (vii) a cut or laceration that requires medical treatment at a hospital; or
 - (viii) asphyxiation or poisoning.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Occupational Health and Safety Act, 1993 and Regulations (Saskatchewan)

Criminal Code (Canada)

SPP HR 5.03.SK- Workplace Harassment

SPP HR 6.01.SK - Health and Safety Principles

SPP HR 6.02.SK - Accident and Injury Reporting

SPP HR 6.03.SK - Accident Investigation

| RURAL MUNICIPALITY OF SHELBROOK NO.493 | | | |
|---|---------------------------|------------|-----------------|
| Policy and Procedure | | | |
| Issued: | May 8, 2024 | Policy No: | 2024-002 |
| Subject: | WORKPLACE VIOLENCE | Page: | 4 of 5 |
| Issued by: | Resolution No. 134-04.24 | Dated: | May 8, 2024 |

7 PROCEDURE

7.01 The Manager of each Department shall initiate a process to involve Supervisors, employees and the Occupational Health Committee in assessing the risk of violence in the department and work environment on a periodic basis. The process shall include taking actions to remove as many risks as can be reasonably removed and instructing employees to recognize risk. The risk assessment shall be reviewed at least annually.

7.02 Each and every incident of violence in the workplace shall be reported immediately to the Supervisor. The Supervisor shall investigate the incident immediately. The Violent Incident Investigation Checklist may be used to ensure proper investigation of any reported violent incident.

7.03 (a) The Supervisor shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious.

- (b) If the incident is minor, the Supervisor shall:
- (i) determine if mediation is appropriate and, if so, mediate or arrange for mediation of the situation;
 - (ii) conduct the appropriate investigation immediately; and
 - (iii) within twenty-four (24) hours, write a report outlining the details, facts and witnesses of the incident and submit the report to the Council and the Occupational Health Committee.

If the assailant is an employee, the Supervisor shall apply appropriate disciplinary measures based on the facts of the incident and the assailant's employment record.

- (c.) If the incident is serious, the Supervisor shall:
- (i) first, ensure the safety of employees and him/herself;
 - (ii) ensure proper medical treatment is provided to the injured person(s) or sent for;
 - (iii) contact the authorities as soon as possible (Police or Occupational Health and Safety Division, where appropriate) to report the incident;
 - (iv) contact the Council and the Occupational Health Committee or Health and Safety Representative, as appropriate, as soon as possible, to assess who should be involved in the investigation;
 - (v) conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
 - (vi) within twenty-four (24) hours after the completion of the investigation, write and submit a detailed report of the incident to the Occupational Health Committee and the Council, and any other parties required by law;
 - (vii) consult with the Council regarding any disciplinary action to be applied.

| RURAL MUNICIPALITY OF SHELBROOK NO.493 | | | |
|---|---------------------------|------------|-----------------|
| Policy and Procedure | | | |
| Issued: | May 8, 2024 | Policy No: | 2024-002 |
| Subject: | WORKPLACE VIOLENCE | Page: | 5 of 5 |
| Issued by: | Resolution No. 134-04.24 | Dated: | May 8, 2024 |

(d.) If the incident involves a fatality or serious incident:

- (i) the area where the incident occurred must be sealed and nothing within the scene shall be disturbed except for the purpose of saving life, relieving human suffering, or preventing unnecessary damage to equipment or other property, unless otherwise directed by the OHSA inspector, an OHSA officer or a peace officer;
- (ii) the Council shall notify the following within the time period shown and, in the manner, specified:
 - Occupational Health and Safety Division - immediately by telephone or any other direct means;
 - Health and Safety Representative or the Occupational Health Committee - immediately by direct means;

7.04 A Supervisor shall advise an employee to consult a health professional of the employee's choice for treatment or referral if the employee reports an injury or adverse symptom resulting from workplace violence or is exposed to workplace violence.

7.05 The individual responsible for documenting newly hired employees shall ensure a copy of this policy is provided to and reviewed with each new employee during that employee's documentation process.

ATTACHMENTS

Attachment A–Violent Incident Report Form

Attachment B - Violent Incident Investigation Checklist

Attachment A

Violent Incident Report Form

| Complainant Information | |
|---|---|
| Name: | Job Title: |
| Department: | Date of incident: Time of incident: |
| Type of Incident | <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Other |
| Description of Incident: | |
| Location of Incident: | |
| Medical Attention required (Please explain): | |
| Police called? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give details: | WSI8 reported issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide details: |
| Investigation conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No Names of investigators involved: | Reported to Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Supervisor: |

| Perpetrator Information | | | |
|---|--|----------------------------|------------|
| <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Delivery person <input type="checkbox"/> Ex-employee <input type="checkbox"/> Other (please specify) | | | |
| Gender <input type="checkbox"/> Male <input type="checkbox"/> Female | | Name (if known) | |
| Age Height | | Weight | Complexion |
| Other distinguishing marks: | | | |
| Vehicle description (if any): | | | |
| Other Information | | | |
| Has the assailant been involved in any previous incidents with employees? If yes, provide details. | | | |
| Did any working condition contribute to the incident? | | | |
| Names of witnesses: | | | |
| Please provide any other information you think is relevant: | | | |
| Name of Investigator: | | Signature of Investigator: | |
| Date: | | | |

Attachment B

Violent Incident Investigation Checklist

Use this check chart for violent incident investigations to ensure all aspects of the accident have been reviewed. Prepare an Incident Report based on your findings.

- Names, addresses, telephone numbers of complainants, assailants and witnesses
- Occupation of complainants, assailants and witnesses
- Date and time of Incident.
- Date and time incident reported to employer.
- Exact location of incident.....
- Exact location of complainants, assailants and witnesses
- Activities of complainants, assailants and witnesses before, during and after incident.....
- Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence
- Complainant's account of events.....
- Description of assailant(s).....
- Description of any vehicles involved in incident
- Assailant's account of events.....
- What participants said and did immediately before and after incident
- Physical conditions of work environment at time of incident
- Assailant's physical and mental state prior to and at the time of incident.
- Unusual activity that may have contributed to incident
- Substance use or abuse
- Relationship between complainant and assailant, if any.....
- Investigator's relationship to complainant and assailant, if any
- Photographs of incident site
- Diagram of incident site, location of injured worker and witnesses