

## POLICY TEMPLATE – WORKPLACE VIOLENCE

### WORKPLACE VIOLENCE POLICY

**\*Adapted from Occupational Health and Safety Council of Ontario document, “Developing Workplace Violence and Harassment Policies and Programs: A Toolbox.”-**

[http://www.labour.gov.on.ca/english/hs/pdf/wvps\\_toolbox.pdf](http://www.labour.gov.on.ca/english/hs/pdf/wvps_toolbox.pdf).

\_\_\_\_\_ is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. Workplace violence is defined as (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; and (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.

Violent behaviour in the workplace is unacceptable from any person in the workplace. This includes, but is not limited to, workers as defined under the *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*, patients, and visitors. Everyone is expected to uphold this policy and work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns. *(If desired, include any specific policies and expand on components of the workplace violence program here.)*

\_\_\_\_\_, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. *(If desired, include additional information about how to report incidents, and emphasize that there will be no negative consequences for reports made in good faith.)*

\_\_\_\_\_ will investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. *(If desired, include information about how incidents and complaints will be investigated and/or dealt with.)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_