

Title : Workplace Violence	Procedure # : 013	Effective : May 17, 2011
Section : Operating Guidelines	Page : 1 of 4	Review : May 2018

Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) is committed to providing a safe working environment in which all employees are treated with consideration, dignity, and respect.</p> <p>STSBHN believes that the prevention of violence in the workplace is the joint responsibility of the employer and all its employees. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.</p> <p>Workplace Violence will not be tolerated on STSBHN premises, while conducting company business, or work-related functions, whether such violence is perpetrated by managers, employees, contractors, customers, visitors, or members of the general public.</p> <p>If an employee believes they are at risk of violence in the workplace, including domestic violence, they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.</p> <p>Where the occasion of workplace violence arises, STSBHN will achieve resolution through a formal process. During the process, STSBHN will respect confidentiality while ensuring the safety of all its employees.</p> <p>STSBHN will assess the risks that may arise from the nature of the workplace by completing the Violence Risk Assessment Form (TF041) and provide relevant training, information and instruction, in accordance with Ontario's <i>Occupational Health and Safety Act</i> and the <i>Human Rights Code</i>.</p> <p>STSBHN will review this Policy statement and Procedure with respect to workplace violence on an annual basis, and will post the policy in the workplace.</p>
Reference	Occupational Health and Safety Act

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Definition(s)	<ol style="list-style-type: none"> 1. "workplace violence" means <ol style="list-style-type: none"> 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.' 2. "workplace" refers to any land, premises, location or place where employees perform work or work-related duties or functions. 3. "domestic violence" means violence from a person who has or had a personal relationship with a worker where he or she attempts or threatens to physically harm that worker at work or threatens to harm another worker; 4. "employee" includes any full-time, part-time, probationary, temporary and casual employee as well as volunteers. 5. "Minor Incident" means violence from a person that does not result in severe mental or physical harm being caused to the victim. 6. "Major Incident" means violence from a person that does result in severe mental or physical harm being caused to the victim.
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Procedure	<p>Each and every incident of violence in the workplace shall be reported immediately to the Manager of Transportation. The Manager shall investigate the incident immediately using the Workplace Violence Incident Reporting Form (TF040). If the Manager is directly involved in the alleged incident, the employee must contact a member of the Operations Committee.</p> <p>Members of the Operations Committee are the Senior Business Official assigned from each Member Board.</p> <p>The Manager shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is to be classified as minor or major.</p> <p>The procedure for reporting and investigation includes:</p> <ul style="list-style-type: none"> a. If the incident is minor: <ul style="list-style-type: none"> i. The Manager will 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 forty-eight (48) hours, write a report outlining the details, facts and witnesses of the incident and submit the report to the Operational Committee. Appropriate disciplinary measures will be imposed, if necessary, based on the facts of the incident, if necessary. b. If the incident if major:
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Procedure Cont...	<ul style="list-style-type: none"> i. The Manager must first ensure the safety of employees and him/herself, ii. Ensure proper medical treatment is provided and/or summoned including emergency services, if necessary, iii. Contact the authorities as soon as possible, if necessary, to report the incident, iv. Contact the Operational Committee to assess who should be involved in the investigation, v. Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses and statements, and vi. Consult with the Operational Committee and/or HR representative regarding any employee disciplinary action to be imposed, if necessary.
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