

3.13 - Violence in the Workplace - Policy

Section: Human Resources
Subject: Violence in the Workplace
Policy: 3.13
Approved: November 18, 2003
Reviewed: March 23, 2015
Revised: November 1, 2015
Reviewed: April 23, 2024
Revised: May 6, 2024

Introduction

Carlton Trail College recognizes the potential for violent acts or threats directed against College employees and/or students and/or third party contractors working on college grounds, and is committed to minimizing or eliminating the risk of violence. Violence in any form will not be tolerated. Employers and employees (instructors and students) must work together to prevent it. The College also recognizes the importance of reviewing this policy frequently to ensure accuracy.

All Carlton Trail College locations are covered under this policy, including workplaces and classroom locations that are owned by the college, leased or rented by the College, or a place in where the employee is working as a requirement of their job. All staff hired by the College and students enrolled in College programming are covered under this policy.

Definition of Violence

The Occupational Health and Safety Regulations came into force in December 1996.

Regulation 3-26(1) description of "Violence" is as follows:

"Violence" means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe that the worker is at risk of injury.

Incidents of violence include attempted or actual assaults or any threatening statement or behavior towards an employee (or student) made by any person, which gives the employee (or student) reasonable cause to believe that he or she is at risk of injury.

Incidents of violence may occur at the place of employment, at a worksite or in other work-related areas.

In compliance with the *Saskatchewan Human Rights Code* and the *Occupational Health and Safety Act*, Carlton Trail College recognizes its' legal responsibility to provide an environment free of violence, and its liability if it fails in this respect.

To support these efforts, Carlton Trail College will work with the Occupational Health & Safety Committee to determine actions and resources that can be implemented to help minimize and eliminate risk including but not limited to providing panic buttons, establishing and maintaining administrative procedures regarding violence in the workplace, and installing security cameras.

Principles of the Policy

In 1993, a new *Saskatchewan Occupational Health and Safety Act* came into effect.

Section 14 of the Act sets out the employer's responsibility in developing and implementing a policy to deal with violence in the workplace.

Carlton Trail College encourages employees and students to report all instances of violence. Reports of violence will be dealt with in a serious and confidential manner.

Carlton Trail College has a responsibility to maintain a working and learning environment free of violence for their employees (or students) in their workplace.

In 2023, a revised provincial Child Abuse Protocol was released:
<https://www.saskatchewan.ca/residents/justice-crime-and-the-law/child-protection/child-abuse-and-neglect>

The revised Child Abuse Protocol clearly states that it is the responsibility of all people in Saskatchewan to protect children from abuse and that it is imperative for every individual to report suspicions of child abuse.

If staff observe or receive a disclosure of abuse from a child, or if they suspect child abuse or neglect, it is their personal and legal duty to report their observations and suspicions to the local Ministry of Social Services child protection office, First Nations Child and Family Services Agency or the police.

The duty to report overrides other standards of confidentiality when there is a reason to believe that a child may be abused or neglected.

There are no negative legal consequences for making a report as long as it is not made maliciously and is made in good faith. Failure to report suspicions of child abuse and neglect may result in professional disciplinary or legal action.

Individuals and agencies will work together to share information regarding the child's needs as required throughout the investigation, assessment and treatment of the child.

Actions Under Other Jurisdictions

Notwithstanding the provisions of the Policy, individuals have the right to seek the advice and services of the Human Rights Commission at any time. The Policy is not intended to preclude any person from filing a complaint with the Saskatchewan Human Rights Commission or the Occupational Health and Safety Division of the Department of Labor, or from initiating other legal action. Unionized employees will be afforded all rights of the Collective Agreement in addition to the Policy.

3.13 - Violence in the Workplace - Procedure

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Principles of the Policy

Carlton Trail College has a responsibility to maintain a learning and working environment free of violence for students and employees.

Any instances or reports of violence will be dealt with in adherence with current legislation. Personal privacy and confidentiality will be respected for all students and employees in all instances of violence. Only pertinent information will be shared as needed for safety for all.

Procedures for Employees

- Instances of sexual assault will be dealt with under Sexual Assault Policy 3.34.
- Carlton Trail College will minimize the risk of violence in its workplaces and will ensure that staff working in isolation are aware of procedures to summon help.

- Employees will be informed by their immediate out-of-scope supervisor of the nature and extent of the risk of violence, including, except where prohibited by law, any information in the College's possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.
- Employees who have been exposed to a violent situation should promptly notify the RCMP and report the incident to an immediate out-of-scope supervisor or the HR Director. The employee will then complete a Violence Incident Report form (Form A).
- The immediate out-of-scope supervisor or HR Director will advise any employee who has been exposed to a violent incident to consult their physician for treatment or referral for post-incident counseling. If the employee does not wish to seek medical attention, the immediate out-of-scope supervisor or HR Director will document the fact that the employee has been notified and understands this right.

Occupational Health and Safety Requirement

- The President & CEO or designate will investigate the violent incident reported to determine what steps are needed to prevent a recurrence and take appropriate corrective steps in accordance with the Collective Agreement and College policy. The President & CEO or designate shall contact Occupational Health & Safety by telephone at 1-800-567-7233 in regards to the incident and complete the Violence Investigation Report (Form B) and send a copy to the HR Director.

Workers' Compensation Requirement

- Both the College and the employee will make a report of injury to the Workers' Compensation Board if the employee does consult a physician or misses work.
- The HR Director shall, as soon as possible, and no later than within five days from the date he/she becomes aware of an injury which prevents an employee from earning full wages or which necessitates medical aid, notify the Workers' Compensation Board in writing of (if conditions in Procedure 6 apply):
 - the nature, cause and circumstances of the injury;
 - the time of the injury;
 - the name and address of the injured employee;
 - the place where the injury happened;
 - the name and the address of any physician who attends the employee for his/her injury; and
 - any further particulars of the injury or claim for compensation that the board may require.

- When an employee receives treatment or counseling mentioned above, the College shall ensure that the employee loses no pay or other benefits in accordance with the provisions of the Collective Bargaining Agreement.
- The President & CEO or designate will notify the HR Director as to the outcome of the investigation.
- Reports of violence will be brought forward by the HR Director or President & CEO for review by the Senior Leadership Team to help eliminate or reduce workplace violence.
- The HR Director will assist the Occupational Health and Safety Committee in the development of a violence prevention training program for use by all employees that includes information regarding how to recognize potentially violent situations, procedures and work practices developed for the safety of employees, how to respond to violent incidents, and procedures for reporting.

Procedures for Students

- Instances of sexual assault will be dealt with under Sexual Assault Policy 3.34.
- Carlton Trail College will minimize the risk of violence in its learning environments and will ensure students are aware of procedures to summon help.
- Students who have been exposed to a violent situation should promptly notify the RCMP and report the incident to their instructor or student advisor and complete a Violence Incident Report Form (Form A).
- The instructor or student advisor will advise any student who has been exposed to a violent incident to consult their physician for treatment or referral for post incident counseling. If the student does not wish to seek medical attention, the instructor or student advisor will document the fact that the student has been notified.
- The instructor or student advisor, in conjunction with the President & CEO or designate, will investigate the violent incident reported to determine what steps are needed to prevent a recurrence and take appropriate corrective steps in accordance with College policy. The President & CEO or designate will complete the Violence Investigation Report (Form B) and send a copy to the HR Director.
- The President & CEO or designate will notify the HR Director as to the outcome of the investigation.
- Reports of violence will be brought forward by the HR Director or President & CEO for review by the Senior Leadership Team to help eliminate or reduce future violence.

(see Violence Incident Report Form A and Form B)

Violence Incident Report

Form A

To be completed by the employee / student

1. Name:

2. Job Title (employee) / class (student) and location:

3. Date of incident:

4. Time of incident: am pm

5. Location of incident:

6. Name & address of suspect if known:

7. Suspect was an: Employee Ex-employee Student Delivery person Other (specify)

8. Type of assault:

Verbal Threat Pushed Scratched Bitten Struck Kicked Other (please describe)

9. Witnesses? Yes No (If yes, please list)

10. Police contacted? Yes No

11. Did you consult a doctor? Yes No

12. Do you want to consult a doctor? Yes No

13. Do you want to consult a counselor? Yes No

14. Medical attention, first aid obtained? Yes No

15. Action taken: (if insufficient space, please attach the information)

16. All relevant information attached? Yes No

17. Signature of employee/student and date completed:

18. Signature of supervisor/instructor and date received:

19. Signature of the President and CEO and date received:

Violence Investigation Report

Form B

To be completed by the President & CEO or designate

1. Name of Student/Employee:

2. Your Name: 3. Job Title:

4. Date and Time of incident: 5. Time and date notified of incident:

6. Police contacted? Yes No 7. Employee/student advised of right to consult a doctor? Yes No

8. Medical attention, first aid obtained? Yes No 9. Investigation conducted? Yes No

10. Suspect was: Employee Ex-employee Student Delivery person Other (specify)

11. Name and address of suspect if known:

12. Was the suspect involved in previous violent incidents? Yes No

13. Are measures in place to prevent a recurrence? Yes No

14. Action taken: (if insufficient space, please attach the information)

15. All relevant information attached? Yes No

16. Occupational Health & Safety contacted at 1 800 667-5023? (employees only) Yes No

17. Workers Compensation Board forms completed within a maximum of 5 days of the date the employee becomes aware of an injury? (employees only) Yes No

18. Signature of immediate supervisor/instructor and date received:

19. Signature of the President and CEO and date received:

3.13 - Violence in the Workplace - Appendix

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Appendix: A

3.13 - Violence in the Workplace - Suspect and Vehicle Identification Report Form -
Appendix A