**Purpose**

*Organization’s Name* believe that all workers have the right to work in an environment that is free from violence of any type. Therefore, to create this environment *Organization’s name* will utilize the following prevention plan to supplement the *Organization’s name* Violence Policy. (Should list the actual policy name or number)

**Policy**

**Definitions**

Violence – whether at a work site or work-related, means the threated, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm. Violence includes incidents of the following:

* Physical assault/aggression;
* Verbal aggression including the threat of violence;
* Domestic;
* Sexual violence.

**Responsibilities**

Employees – Employees are responsible to ensure they refrain from causing or participating in violence. If an employee witnesses or is the target of an incident of violence they are responsible for ensuring that the incident is reported regardless of the severity.

All staff in a supervisory role are responsible to ensure that none of the workers under the supervisor’s supervision is subjected to or participate in violence at the work site.

Reporting Designate – This is the individual that reports should be submitted to and is responsible to carry out the investigation of the reported incident.

**Procedure**

***Hazard Identification***

1. The Health and Safety Committee/Health and Safety Representative (choose what position that your employer has) will assist the employer and workers to evaluate all job positions for both existing and potential hazards relating to violence.
2. Once existing and potential violence hazards (including people of the public, residents and family members) are identified all measures to eliminate and or control identified hazards will be established.
3. Once controls are established all employees will be informed of the hazards and the procedures to follow in incidents of violence. This includes how it is employees get immediate assistance in the event of an incident of violence. (outline what the procedure would be or how it is that staff would get immediate assistance if needed.)

***Reporting Incidents***

1. To report an incident of violence either witnessed or experienced, employees (outline the reporting procedures including what forms, where the forms can be found and what details to include, such as details, dates, frequency, location(s) names of those involved or witness(s) and any supporting documentation)
2. Once the report is complete submit the report to (outline whom the report should be given to (reporting designate); keep in mind there needs to be alternate reporting procedures when the reporting designate in under the direct control of the alleged harasser or when the reporting designate may be the alleged harasser)
3. Depending on the reported violence the reporting designate may advise the employee to report to law enforcement.

***Investigating and Documenting Incidents***

1. Upon the receipt of an incident report (state who the reporting party is) will begin the investigation within (dedicate a time frame to beginning the investigation process)
2. Confidentiality is of the upmost importance and will be maintained through the investigation process.
3. Organization’s name will not disclose the exact circumstances related to the incident or the names of the parties involved unless it is necessary to investigate the incident, take corrective action, as required by law or to inform employees of the risk.
4. In cases where employees need to be informed of a potential risk the employer will only disclose the minimum amount of personal information necessary to inform employees of the specific or general threat of violence or potential of violence.

***Worker Support***

1. All employees following the reporting of an incident will be instructed to advise all parties that they can consult a health professional of the employee’s choice for treatment or referral. (can include any information the organization has in terms of an employee assistance program that can be utilized for support)
2. Workers receiving treatment for an incident are entitled to wages and benefits for the time they receive treatment.

***Training***

1. Prior to working all employees during orientation will be instructed in how to recognize violence, how to get immediate assistance, how to report incidents of violence as well as the details of the violence policy and prevention procedure.
2. Employees designated to be the reporting parties will receive training in how to investigate such incidents. (outline any additional training those investigating incidents of violence will require)
3. Staff on an annual basis will participant in a refresher to review the policy and prevention details.
4. If reviews of policy or prevention plans indicated needed changes to the policy or prevention staff will attend in-services to be educated of changes.

***Program Administration and Continuous Improvement***

1. Violence prevention plan is available to all employees (outline where it is that employees can find the policy. Remember that available means that all employees know how to access the prevention plan. For example, if the policy is on the company server that staff have access to a computer anytime and staff know how to find it)
2. All records of reported incidents and subsequent investigations will be kept in the (outline where the records will be kept within your organization).
3. Reviews of prevention plans will accompany the following:
4. An incident of violence;
5. Health and Safety Committee/Health and Safety Representative (choose depending on the organization) recommends a review;
6. Every 3 years.
7. All reviews will be completed with the cooperation of the Health and Safety Committee/Health and Safety Representative (choose depending on the organization)
8. Since Organization’s name is committed to the providing a work environment that is free from any type of violence, the employer will keep information of incidents to identify any additional root cause information or indicators of emerging trends in order to mitigate potential hazards of violence in the workplace.

**Forms/Appendixes** [insert any policies or forms that are applicable to this procedure]

* Violence Policy (see CCSA template)
* Sample Incident Reporting Form (see CCSA template)
* Sample Violence Incident Formal Investigation Report (see CCSA template)

**References**

Alberta Occupational Health and Safety Act, June 1, 2018

Harassment and Violence In the Workplace, Government of Alberta Bulletin January 2020