NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

College Practices

PRACTICE NUMBER:  NC500-10
PRACTICE TITLE:  Workplace Violence Prevention

A. Background and Definitions

This practice protects and governs all employees, contractors, volunteers, students and visitors to our workplaces. This includes at our campuses and our buildings and at other places where employees, contractors and volunteers work.

What is workplace violence? Under the Occupational Health and Safety Act, “workplace violence” means:

(a) the exercise of physical force by a person against an employee, in a 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; and

(c) a statement or behavior that it is reasonable for an employee to interpret as a threat to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee.

Workplace violence includes domestic violence that may cause physical injury to a worker in a College workplace.

B. Purpose

Niagara College is committed to providing a safe learning and working environment and maintaining a workplace that is violence free as required by the Occupational Health and Safety Act. This document formally establishes this commitment, which we implement through our workplace violence prevention program.

C. Practice Statements

1. All acts of workplace violence are strictly prohibited. Every worker must work in compliance with the policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.
2. We will hold workers, students and visitors accountable by imposing discipline and other sanctions (up to and including discharge, expulsion and trespass notices). In doing so, we will act in accordance with the rights and obligations established by collective agreements and College practice.

3. We may also initiate criminal or civil proceedings against individuals who engage in workplace violence.

Responsibilities

4. **Executive Team** includes the President and Vice Presidents. It is the responsibility of the Executive Team:
   
a) to take reasonable preventative measures to protect employees and others in College workplaces from violence;
   
b) to ensure that a workplace violence assessment is conducted;
   
c) to develop procedures to address the workplace violence risks identified in the violence assessment;
   
d) to ensure that this practice is communicated to employees, students and contractors;
   
e) to ensure that employees are trained in this practice;
   
f) to post this practice in a conspicuous place in the workplace;
   
g) to establish processes for reporting and responding to incidents of workplace violence and ensure that those processes are communicated, maintained and followed; and
   
h) to ensure that this practice is reviewed on a regular basis, but at least annually.

5. **Managers/Supervisors** include, Directors, Deans, Chairs, Managers and Supervisors. It is the responsibility of managers/ supervisors to:
   
a) understand and abide by the requirements of this practice;
   
b) communicate and review this practice with the employees they supervise or manage;
   
c) verify that students and contractors who attend College workplaces are aware of this practice;
   
d) adequately train employees in College procedures that address workplace violence risk(s) applicable to the employee;
   
e) encourage employees to report all complaints or incidences of workplace violence;
f) respond promptly to all complaints or incidents of workplace violence in a professional manner appropriate for the circumstances of the complaint or incidence;

g) promptly report all complaints or incidents of workplace violence they receive or witness to the Manager, Health and Safety;

h) if required, assist in the investigation and documentation of incidents of workplace violence;

i) take all reasonable precautions and practical measures to address risks identified by the incident;

j) conduct workplace violence hazard assessments to determine risks of workplace violence to their employees and measures required to eliminate or minimize those risks, in conjunction with the Manager, Health and Safety; and

k) forward any/all recommendations to the effectiveness of actions taken to minimize or eliminate workplace violence and participating in implementing improvements as required.

6. Employees: It is the responsibility of employees to:

a) comply with this practice at all times to protect themselves and others in the workplace from violence;

b) promptly report to their manager (or an appropriate alternative) of any incident where the employee is subjected to, witnesses, or has the knowledge of workplace violence, or has reason to be believe that workplace violence may occur;

c) participate in training regarding this practice, as well as College procedures directed at preventing workplace violence in the workplace; and

d) cooperate in any investigation of complaints or incidences of workplace violence or breaches of this practice.

Who to Call in Case of an Emergency

7. In the event of an emergency, to report a threat of violence or to seek assistance individuals may contact:

- If immediate threat, call security at your campus, or (9) 911 if offsite or in immediate danger.

- For reporting/assistance, call your immediate supervisor, Manager, Health & Safety, or Security.
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Reporting and Investigating

8. Reporting incident/threat of workplace violence: Do not ignore threatening or violent behaviour. If you witness or experience violence or threats of violence, or if you feel that a colleague, student or visitor is likely to become violent, report the situation to a supervisor, a person in authority or campus security. If in doubt, report, even if it involves naming another individual as someone who may pose a threat of violence.

9. Investigation of incidences of workplace violence: The College will promptly investigate all reports with a view to resolving any ongoing threat of violence. Threat assessment and resolution is the responsibility of the office of the Manager, Health and Safety, who will collaborate with Academic Office, Human Resources and Security and will obtain expert assistance as required. In responding to reports, the College will abide by the applicable terms of College practices and collective agreements.

Note: The Workplace Harassment Prevention practice should be consulted whenever there are concerns about harassment in the workplace.

D. Related Documents and Links

Legislation

Occupational Health and Safety Act:
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

Freedom of Information and Protection of Privacy Act
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm

Human Rights Code

Supplementary

Ontario Colleges of Applied Arts and Technology Collective Agreements
Niagara Regional Police Service/Niagara College Security Operations Protocol
School Police Emergency Action Response Plan (SPEAR)
Emergency Response Reference Guide (Red Book)
Hicks Morley Safe Campus Environment Project- August 2007
Ministry of Labour- Occupational Health and Safety Branch- Workplace Violence and Harassment: Understanding the Law
Canadian Centre for Occupational Health and Safety- Violence in the Workplace Prevention Guide
Occupational Health and Safety Council of Ontario:
   Developing Workplace Violence and Harassment Policies and Programs
   Developing Workplace Violence and Harassment Policies and Programs: A Toolbox
   Developing Workplace Violence and Harassment Policies and Programs: What Employers Need to Know
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Workplace Violence Assessments

College Practices and Procedures

Imminent Threat: Shelter-In-Place, Hold & Secure/Lockdown
Employee Assistance Program
Weapons and Firearms
Harassment and Discrimination
Cash and Cheques Collected by Staff
After Hours Access to College Buildings
Computer and Network Use
Key(s) and Building Security
Publication of Student Rights and Responsibilities
Student Complaints and Issues
Use of Personal Recording Devices on Campus.
Students with Disabilities
Illegal Use of Drugs and Alcohol
Academic Code of Behaviour
Behaviour and Risk Assessment
Niagara College Parking Procedures and Regulations
Solicitation
Travel and Expense
Protection of Privacy
Emergency Preparedness Plan
College Health and Safety Policy
College Health and Safety Program