



TOWN OF COCHRANE POLICY

Policy No.:	1801-01
Policy Title:	Workplace Violence
Approval Date:	
Revision Date:	
Department:	Operational Services

Policy Statement:

The Town of Cochrane will not tolerate violent acts or threats of violence against employees, council, or family members.

1. Reason for Policy

- 1.1 The Province of Alberta has recognized workplace violence as a workplace hazard and has passed legislation, part 27 of the Occupational Health and Safety Act, Regulation and Code, to ensure that employers in the Province of Alberta take steps to address and reduce incidents of workplace violence.
- 1.2 This policy along with the workplace violence procedure will provide employees, council, and family members with support, guidance and procedures for recognizing, reporting, investigating and coping with situations regarding workplace violence.

2. Related Information

3. Definitions

- 3.1 Employees:
 - 3.1.1 Persons who perform any work classified as permanent (full or part time), limited term, on-call, seasonal or any other classification with the Town of Cochrane.
 - 3.1.2 Persons who are under contract with the Town of Cochrane to perform special tasks, functions or projects.
 - 3.1.3 Persons who may be in a volunteer capacity with the Town of Cochrane, including members of a committee or board.
 - 3.1.4 For the purpose of this policy elected officials will be considered employees of the Town of Cochrane.
- 3.2 Supervisor includes the Chief Administrative Officer, all Directors, Managers and means any person in a position of leadership relating to any Town workplace project, contract or volunteer operation.


- 3.3 Family Member means a person who is related by blood or marriage, has a strong affinity with the employee or stands in a bona fide domestic relationship with the employee. Family includes a spouse (including a former spouse, a de facto spouse or a former de facto spouse), a child or an adult child, parent, grandparent, grandchild or sibling of the employee or the spouse of the employee
- 3.4 Threat is any act, gesture or statement either verbal or written that gives reasonable cause to believe that there is risk of injury either physically or emotionally to employees or Town of Cochrane property. This could include, but is not limited to, such things as coercion, intimidation, persecution, and humiliation, bullying, ridiculing or mocking.
- 3.5 Violent Act is any act, physically or verbally that causes, or may cause, physical harm or emotional distress to an employee, or willfully causes damage and/or destruction to Town property and/or employees' property.

4. Responsibilities

- 4.1 Town Council to :
- 4.1.1 Approve by resolution this policy and any amendments.
 - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.2 Chief Administrative Officer
- 4.2.1 Implement this policy and approve procedures.
 - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of the Department to:
- 4.3.1 Ensure implementation of this policy and procedure.
 - 4.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Supervisor to:
- 4.4.1 Understand, and adhere to this policy and procedure.
 - 4.4.2 Ensure employees are aware of this policy and procedure.
 - 4.4.3 Develop and provide safe work practices and instruction to employees in areas where workplace violence is a concern or has been identified as a risk with the assistance of the Health and Safety Coordinator.

- 4.4.4 Provide resources for training of staff to deal with situations of workplace violence when developing budgets and work schedules.
- 4.4.5 Ensure employees are adequately trained and able to perform risk assessment and incident investigations so situations of workplace violence can be reduced.
- 4.5 All Employees to:
 - 4.5.1 Understand and adhere to this policy and procedure.
 - 4.5.2 Be familiar with and follow the procedures that are in place to assist employees in dealing with situations of workplace violence.
 - 4.5.3 Attend workplace violence awareness training sessions as provided by the Town of Cochrane.
- 4.6 Health & Safety Coordinator to:
 - 4.6.1 Implement and administer this policy.
 - 4.6.2 Investigate all reported cases of workplace violence incidents with the employee involved, the human resources department, the supervisor and the Director of the department and make recommendations for corrective measures to minimize recurrence of incidents. The RCMP may be involved in these investigations if the situation warrants.

5. End of Policy


	<h1>Town of Cochrane Procedure</h1>
Policy No.: Policy Title: Department:	1801-01 Workplace Violence Operational Services

1. Appendix

- 1.1 Process Appendix "A"
- 1.2 Safety Committee Appendix "B"

2. End of Procedure

Approval



Julian deCocq, C.A.O.

January 22 / 2008
Date

Appendix “A”

- 1.1. Process
 - 1.1.1 Ensure that reported incidents are investigated and followed up and that recommended corrective actions, with budget support, are implemented as quickly as possible to prevent recurrence of the incident
 - 1.1.2 Ensure that regular hazard/risk assessments are conducted to identify potential situations that could lead to violent acts.
 - 1.1.3 Ensure all work is planned and performed in such a manner as to minimize potential situations where workplace violence could occur.
 - 1.1.4 Ensure workplace violence incidents are promptly reported and recorded on the accident/incident report forms.
 - 1.1.5 With the assistance of the Health and Safety Coordinator ensure that reported incidents are followed up and recommended corrective actions, with budget support, are implemented as quickly as possible to prevent recurrence of the incident.
 - 1.1.6 Report incidents to their immediate supervisor, the Health and Safety Coordinator, Human Resources Manager or the RCMP as quickly as possible and complete and forward a copy of the incident report to the Health and Safety Coordinator. Whom the employee contacts first may vary with each situation. Things that may influence the decision would be dependant upon the level of the threat and time/place the threat occurred.

1.2 Safety Committee

- 1.2.1 Review workplace violence incidents and make recommendations for corrective measures to minimize recurrence of incidents.
- 1.2.2 Make recommendations to control or eliminate potential areas of high risk for workplace violence.
- 1.2.3 Review workplace violence policies and procedures periodically to ensure that the policy and procedures are current and relevant.
- 1.2.4 Safety committee members will act as liaison between their departments and other departments to share information about reviewed incidents and outcomes of those incidents. Every effort will be made to ensure confidentiality.