



# SCUGOG MEMORIAL PUBLIC LIBRARY

<b>POLICY TYPE / NUMBER:</b>	<b>BOARD B14</b>		
<b>POLICY TITLE:</b>	<b>Prevention of Workplace Violence</b>		
<b>AUTHORITY / CREATED:</b>	<b>Board</b>	<b>September 22, 2010</b>	<b>Revised: Jan. 20, 2022</b>

## Policy Statement

The Scugog Memorial Public Library is committed to providing a safe and secure workplace for its employees, free from threats and violence. The Library considers workplace violence to be serious misconduct and will not tolerate any form of threatening remark or gesture against an employee of the Library while at the workplace. All reports of incidents will be taken seriously and dealt with appropriately.

Employees who are found to have engaged in such conduct shall be subject to disciplinary action. Members of the public who are found to have engaged in such conduct shall be subject to suspension of library privileges, including being barred from entering the library for a period of time established by the CEO.

All incidents of workplace violence, as defined in this policy, will be reported to the police. Criminal charges may be laid.

All library employees have a responsibility to respect the safety of their co-workers and the public they serve. The CEO and Public Service Coordinator have additional responsibilities and are obligated to: discourage violence in the workplace; to take reasonable steps to prevent it; and to take appropriate corrective action to deal with workplace violence if and when it occurs.

## Purpose

The purpose of the Workplace Violence Policy/Program is:

1. To demonstrate and promote the Library's commitment to providing a workplace that ensures employee safety and security;
2. To prevent or lower the probability of violence to library employees in the workplace;

3. To respond swiftly and appropriately to the threat of violence or actual incidents of violence
4. To provide an impartial and efficient investigation procedure;
5. To ensure that all incidents are dealt with confidentially and objectively and that the rights and dignity of all parties are respected;
6. To provide all employees of Library, including the CEO and Manager of Public Services, with fair and consistent procedures for preventing and dealing with workplace violence.

### **Complementary Documents**

There is a **Workplace Violence Program** that implements this policy. It includes measures and procedures to assess risk of potential violence, protect workers from workplace violence, provide instructions for summoning immediate assistance and a process for workers to report incidents or raise concerns.

The workplace violence policy outlined in this document has been created to meet the requirements as specified in the Bill 168 (June, 2010) amendments to Ontario's **Occupational Health and Safety Act (OHSA)** and will be reviewed and revised subsequent to any future changes to the OHSA.

This policy works in conjunction with the **Scugog Memorial Public Library Health and Safety Policy**, as workplace violence presents a threat to the health and safety of its employees

The **Scugog Memorial Public Library Code of Conduct** is made available to library users in the public areas of the library and outline unacceptable behaviours and consequences which may be considered workplace violence when directed toward library employees.

### **Application of Policy and Program**

This Workplace Violence policy applies to all employees of the library, as well as to volunteers, co-op placements, students, and agents of the library, consultants, contractors and Board in dealings with employees, volunteers, co-op placements, students, agents, consultants, and contractors of the Library.

Members of the public, visitors to the library or individuals conducting business with the Library are expected to adhere to the Program, including refraining from threatening or committing acts of violence against employees, members of the library board, or persons acting on behalf of the library. If such violence occurs, the library will take any steps available to ensure a violence-free workplace,

including barring the individual who is the subject of a report from its facility, where appropriate, or discontinuing business with that individual. Any incidents of violence that occur on the Library premises will be reported to the police and criminal charges may be laid.

## **Reporting Procedures**

### **EMERGENCY OR URGENT SITUATION**

In any situation where immediate threat of physical injury is present, **CALL 911**.

As well, Scugog Memorial Public Library requires immediate reporting to the Manager of Public Services and the CEO of any instance of violence, including threats.

Employees who encounter a dangerous person should not attempt to challenge or disarm the individual. Best efforts should be made to remain calm, cooperate where possible, and when feasible, safely notify another person of the need for assistance.

### **LESS URGENT SITUATION**

Employees are required to notify the CEO if any restraining order is in effect or if they are aware of a potentially violent non-work related situation that could result in violence in the workplace.

Employees are encouraged to meet with the CEO to discuss issues concerning or related to workplace violence, including any concerns about the potential of domestic violence occurring in the workplace.

#### **Notification of Health and Safety Representatives:**

Documentation of an issue of violence (without personal identification, to protect confidentiality) is reported to the Worker Health and Safety Representative(s) within four days if an employee is disabled from performing their own work or receives medical attention as a result of an incident.

## **Definitions**

### **Workplace Violence**

- 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: or

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.

For the purpose of this policy/program, violence is defined as any conduct, threatened or actual, by any person, that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives an employee reasonable cause to believe that he/she is at risk of injury.

### **Domestic Violence**

Domestic violence is widely understood to be a pattern of behaviour used by one person to gain power and control over another person with whom he/she has or has had an intimate relationship. This pattern of behaviour may include physical violence, sexual, emotional and psychological intimidations, verbal abuse, stalking, and using electronic devices to harass and control.

The Occupational Health and Safety Act defines workplace violence. Domestic violence is interpreted in a manner consistent with the workplace violence definition when it may occur in the workplace.

### **Responsibilities of Employees**

Employees have a duty under the Occupational Health and Safety Act to report workplace violence promptly in order to protect themselves and their colleagues.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats, following the procedures outlined in the supporting program.

Employees are encouraged to meet with their supervisor to discuss issues concerning or related to workplace violence, including any concerns about the potential of domestic violence occurring in the workplace.

Employees are required to notify their supervisor if any restraining order is in effect or if they are aware of any potentially violent non-work related situation that could result in violence in the workplace.

### **Responsibility of Management Staff**

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves. The Library CEO, or designate, will provide information and instruction to the employees on the contents of the workplace violence policy and program.

The Library CEO will investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

If an employer is aware or ought to be aware that domestic violence is likely to expose a worker to physical injury that may occur in the workplace, the employer must take every precaution reasonable in the circumstances to protect workers.

Sometimes the employer's duty to take every precaution reasonable in the circumstances to protect workers may outweigh an individual's expectation of privacy. In other words, the victim's privacy may need to be balanced against ensuring the safety of others. **When violence or a threat of violence has occurred in the workplace, or if you are concerned for the immediate safety of a worker, call the police.**

Contact Person: Board Chair, Chief Executive Officer

Cross Manual Reference:

Relevant Forms: N/A

Approval Date: September 22, 2010

Review Dates: May 16, 2014

Revised Date: January 20, 2022

Approved by: