



Taber Public Library Policy Manual Personnel Policy: Workplace Violence Policy

The management of Taber Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to library board members, management, staff, volunteers, patrons and contract workers.

Taber Public Library as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Consequences – violations of the policy may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

For acts of violence by individuals outside of this organization, action taken would be commensurate with the incident up to and including temporary or permanent withdrawal of services or legal action.

Procedure – staff faced with an urgent situation involving threatening of violent conduct, where there is reasonable belief that the safety of persons may be threatened, should leave the situation and contact the police immediately. Staff should fill out an incident report form once the police have cleared the situation.

For other incidents:

1. Discuss the matter with your supervisor. Prior to filing a formal Incident Report Form (P-29a), the person subjected to workplace violence, with the assistance of the supervisor, should let their objections to the behaviour be known to the alleged offender.
2. If not satisfied at this time, the complainant and/or their supervisor will document the incident on an Incident Report Form and notify the Board Chair of the incident.
3. The Board Chair will document the incident and inform the Personnel and Finance Committees of serious incidents.
4. If the complainant is not satisfied with the actions taken by the Board Chair, follow the Taber Public Library Grievance Policy.

Senior management is responsible to ensure confidence is maintained, and that the victim is advised to consult with a health professional, and view what resources are available through the organization's Blue Cross plan. Workers are entitled to wages and benefits while attending treatment programs.

Training – management will ensure staff are made aware of the organization’s Workplace Violence Prevention policy, discussing recognizing the dangers, the procedures and reporting outlined above. Staff will sign a document, acknowledging they have read and understood the policy.

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats using the procedure outline above.

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner using the procedure outlined above. Any resulting documentation must be retained for 2 years.

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker’s right under any other law.

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