



Section of Policy Manual: Personnel	Policy No. : PER-14
Subject: Prevention of Workplace Violence	Policy Approval Date: Date Last Approved: Sept. 10, 2020
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The Gravenhurst Public Library Board is committed to creating and fostering an environment that is free from workplace violence. This policy addresses the prevention of workplace violence as part of the Board's responsibility for employee health and safety under the Ontario **Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1.

## Section 1: Scope

Violent behaviour in the workplace is unacceptable. This policy applies to all employees, board members, volunteers, contractors, vendors, members of the public, and others who do business with the library. Individuals who violate this policy may be removed from library property, and in the case of employees or volunteers, may be subject to disciplinary action including termination.

## Section 2: Definitions

- 2.1. The Gravenhurst Public Library recognizes the definition of violence as set out in the **Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1, s.1 (1). Workplace violence means:
  - 2.1.1. the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
  - 2.1.2. an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee;
  - 2.1.3. a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.
- 2.2. Violence in the workplace may include:
  - 2.2.1. verbally threatening to attack an employee or volunteer;
  - 2.2.2. leaving threatening notes or sending threatening e-mails to the workplace;
  - 2.2.3. shaking a fist in an employee or volunteer's face;



- 2.2.4. hitting or trying to hit an employee or volunteer;
- 2.2.5. throwing or kicking an object;
- 2.2.6. sexual aggression against an employee or volunteer;
- 2.2.7. domestic violence, meaning, any domestic violence or threat of domestic violence that may occur in the workplace.

2.3. Violence in the library or on library property also includes:

- 2.3.1. intentionally or recklessly damaging of the property of another person;
- 2.3.2. intentionally causing alarm;
- 2.3.3. recklessly creating a risk by fighting;
- 2.3.4. creating a hazardous condition or danger by recklessly engaging in conduct which creates a substantial risk of serious physical injury;
- 2.3.5. intentionally placing or attempting to place another person in fear of imminent serious physical injury;
- 2.3.6. wielding a weapon.

### **Section 3: Policy Objectives and Responsibility**

- 3.1. The CEO/Chief Librarian or designate must develop and maintain a workplace violence prevention program (Appendix A: Program for the Prevention of Workplace Violence) which will set out:
  - 3.1.1. a process for assessing the risk of violence in the workplace;
  - 3.1.2. measures and procedures to control risk, including those from domestic violence;
  - 3.1.3. measures and procedures for summoning immediate assistance;
  - 3.1.4. procedures for reporting incidents of violence (Appendix B: Workplace Harassment and Discrimination and/or Violence Incident Report Form);
  - 3.1.5. the process for documenting and investigating violent incidents and complaints.
- 3.2. Employees and volunteers shall report behaviour that they reasonably believe poses a potential for violence as described above.
- 3.3. Anyone experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the police (call 9-1-1).



- 3.4. Workplace violence should be reported immediately to the most senior staff member available.
- 3.5. Physical or sexual assault or threat of physical violence shall be reported to the police (call 9-1-1).
- 3.6. The CEO/Chief Librarian or designate responds to all complaints or incidents of workplace violence promptly and according to the procedures outlined in the program.
- 3.7. The CEO/Chief Librarian or designate, at the request of an employee or volunteer, or at their own discretion, may prohibit members of the public, including family members, from seeing an employee on library property in cases where the employee or volunteer suspects that an act of violence, will result from an encounter with said individual(s).
- 3.8. This policy (PER-14) will be:
  - 3.8.1. reviewed by the Gravenhurst Public Library Board as often as necessary but at least once a year;
  - 3.8.2. posted in the Library's staff lunchroom.
- 3.9. All investigations are conducted in confidence to the extent possible. Documents are stored securely and access to these records is restricted.
- 3.10. Employees or volunteers found to have made false or malicious complaints are subject to disciplinary action, including termination.
- 3.11. This policy and accompanying program will be shared with every employee, volunteer and board member. The Library trains employees and volunteers on procedures related to violence in the workplace and provides training opportunities to employees for events, workshops, or webinars related to the topic of violence in the workplace.
- 3.12. Management is trained on the responsibilities and obligations under this policy and those required by the **Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1 related to workplace violence prevention.



**Related Documents:**

**Ontario Human Rights Code**, R.S.O. 1990, chapter H. 19

**Ontario Employment Standards Act**, 2000, S.O. 2000, c. 41

**Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1

Appendix A (PER-14) – Program for the Prevention of Workplace Violence

Gravenhurst Public Library Policy (PER-13) Prevention of Workplace Harassment and Discrimination

Appendix A (PER-13) – Program to Address Workplace Harassment

Appendix B (PER-13 and PER-14) Workplace Harassment and Discrimination and/or Violence Incident Report Form

Appendix C (PER-13 and PER-14) Witness Account Form

Gravenhurst Public Library Policy PER-17 - Health and Safety

Gravenhurst Public Library Policy FAC-02 - Safety, Security and Emergency

Gravenhurst Public Library Policy PAT-03 – Patron Code of Conduct

Gravenhurst Public Library Policy PER-12 - Code of Conduct (Employees)

Gravenhurst Public Library Policy PER-04 – Volunteer Program

Gravenhurst Public Library Policy GOV-03 – Appendix A: Board Code of Conduct

WSIB Claim Form – HR Employee Injury Related Documents