



ARCHDIOCESE OF REGINA

Policy Name:	Workplace Violence and Safety Procedures	Number:	S4-34
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	January 2017
Legislation:	<i>Saskatchewan Employment Act Section 3-21</i>	Date Revised:	

Policy Statement:

The Archdiocese of Regina does not tolerate violence or unacceptable behavior in the workplace perpetrated by or against employees, clients or other third parties. In the event of a violent incident or unacceptable behavior perpetrated by an employee, the Archdiocese will act to severely discipline the employee, up to and including termination with cause.

All employees are expected to be aware of and participate in these policies and procedures, as required.

A copy of this policy and any violence prevention policy and procedure shall be provided to each new employee as part of the employee's hiring documentation.

This policy shall be reviewed after any serious incident or at least annually, whichever is the earlier.

Purpose:

The purpose of this policy is:

- i) To recognize that workplace violence is an occupational health and safety hazard which may result in physical and emotional harm.
- ii) To establish procedures to minimize and/or prevent violence and unacceptable behavior in the workplace; and
- iii) To foster the safety and security of The Archdiocese of Regina employees, parishioners and visitors to our parishes and facilities.

Definitions:

“Violence”: means unacceptable behavior as defined below and includes any incident in which there is:

- i) The exercise of physical force by a person against an employee, in the workplace, that causes or could cause physical injury to the employee,
- ii) An attempt to exercise physical force against an employee, in a workplace that could cause physical injury to the employee,
- iii) A statement or behavior 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,

- iv) An attempt to threaten or assault a client or visitor to the workplace while on Archdiocesan premises, or
- v) An attempt by an employee to threaten or assault a client, co-worker or other individual in circumstances relating to the employee's execution of their duties, whether on or off Archdiocese premises.

“Workplace”: means in or on the property of the Archdiocese or away from the Archdiocese property if the employee is engaged in work-related activities.

“Unacceptable Behaviour”: means physically or psychologically aggressive behaviours including but not limited to:

- Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
- Carrying or brandishing weapons of any sort
- Throwing objects at an individual with a view to cause physical injury or fear
- Destruction of workplace or co-workers' property
- Threats of violence
- Intimidating behavior that causes the recipient to have a fear of physical violence
- Obscene or harassing telephone calls or emails.

“Minor incident”: means an incident in which no one is physically harmed in any way and which was resolved through employee or Supervisory mediation.

“Serious Incident”: (for the purposes of this policy)

- In which a worker is killed;
- In which a worker suffers from but not limited to:
 - ✓ An injury
 - ✓ Unconsciousness
 - ✓ A fracture of their skull, spine, pelvis, arm, leg, hand or foot;
 - ✓ Amputation of an arm, leg, hand, foot, finger or toe;
 - ✓ Third degree burns;
 - ✓ Permanent or temporary loss of sight;
 - ✓ A cut or laceration that requires medical treatment at a hospital as defined in the Health Services Insurance Act or
 - ✓ Asphyxiation or poisoning.

Responsibility:

Employees:

- a) Employees are responsible for informing their Supervisors of any violence, potential risk of violence, or unacceptable behaviour they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or their co-worker's safety.
- b) Employees are responsible for reporting to their Supervisors any incidents of violence or close calls, according to the procedures set out in this policy.

- c) Employees are responsible for attending any training or information sessions provided by the employer to reduce violence or risks of violence.
- d) Employees are expected to co-operate with the police, company investigators or other authorities as required during any investigation related to workplace violence.

Supervisors:

- a) Supervisors are responsible for assessing the risk of violence to employees in their jurisdiction, minimizing these risks where necessary or reasonably possible and informing any affected employee of such risk or potential risk.
- b) Supervisors are responsible for ensuring employees are trained to:
 - i) Recognize the potential for violence;
 - ii) Follow the procedures and policies developed to minimize risk;
 - iii) Respond to incidents appropriately; and
 - iv) Report and document such incidents.
- c) Supervisors are responsible for tracking and reporting risks of violence, incidents of violence and close calls in writing to the Archdiocese of Regina Administration and the Occupational Health and Safety Committee.
- d) Supervisors are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking the reports.
- e) Supervisors are responsible for co-operating with police, company investigators or other authorities, as required during any investigation related to workplace violence.

Occupational Health and Safety Committee:

- a) The OHSC is responsible for participating in the assessment of the risk of violence to workers at the workplace.
- b) If a violence prevention policy is required, the OHSC is responsible for participating in the development of the violence prevention policy.
- c) The OHSC is responsible for the review of the Annual Report on violent incidents in the workplace, and to provide input for the Annual Report when required.

Administrative Council:

The Administrative Council is responsible for ensuring a control measure that is identified as the result of an investigation of a violent incident is implemented in order to eliminate or control the risk of violence to a worker.

- Procedure:**
- a) The Supervisor of each Department shall initiate a process to involve all staff in assessing the risk of violence in the department and work environment on a periodic basis. The process shall include taking actions to remove as many risks as can be reasonably removed and instructing employees to recognize risk. The risk assessment shall be reviewed at least annually.
 - b) Each and every incident of violence in the workplace shall be reported immediately to the Supervisor. The Supervisor shall investigate the incident immediately. The Violent Incident Investigation Checklist shown in Appendix T to this policy may be used to ensure proper investigation of any reported violent incident.
 - c)
 1. The Supervisor shall immediately make the appropriate inquiries of the victim and/or witnesses to determine if the incident is minor or serious.
 2. If the incident is minor:
 - (i) the Supervisor will determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation;
 - (ii) conduct the appropriate investigation immediately; and
 - (iii) within twenty-four (24) hours, write a report outlining the details, facts and witness of the incident and submit the report to the Administrative Council and the Occupational Health and Safety Committee.

If the assailant is an employee, the Supervisor shall apply appropriate disciplinary measures based on the facts of the incident and the assailant's employment record.

3. If the incident is serious:
 - (i) The Supervisor must first ensure the safety of employees and him/herself;
 - (ii) Ensure proper medical treatment is provided to the injured person(s) or sent for;
 - (iii) Contact the authorities as soon as possible (Police or Other) to report the incident;
 - (iv) Contact the Administrator present in the building and the OHSC as soon as possible, to assess who should be involved in the investigation;
 - (v) Conduct a thorough investigation, keeping detailed note of facts, times, witnesses and witness accounts;
 - (vi) Within twenty-four (24) hours after the completion of the investigation write and submit a detailed report of the incident to the OH&S committee and the Vicar-General and any other parties required by law;
 - (vii) Consult with the Vicar-General regarding any disciplinary action to be applied.
4. If the incident involves a fatality or serious incident,
 - (i) The area where the incident occurred must be sealed and nothing within the scene shall be disturbed except for the purpose of saving

life, relieving human suffering or preventing unnecessary damage to equipment or other property, unless otherwise directed by the Police.

- (ii) The Administration shall notify the following within the time period shown and in the manner specified:
 - Occupational Health and Safety committee – immediately by telephone, email or any other direct means;
 - Workplace Occupational Health and Safety Committee
 - The Vicar-General and the Archbishop.

- d) A supervisor shall advise an employee to consult a health professional of the employee's choice for treatment or referral if the employee reports an injury or adverse symptom resulting from work place violence or is exposed to workplace violence.

- e) The individual responsible for documenting newly hired employees shall ensure a copy of this policy is provided to and reviewed with each new employee during the employee's documentation process.

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