

Table of Contents

Introduction.....	3
Prevalence of violence in the workplace.....	3
What is workplace violence?.....	4
<i>Jurisdictional definitions.....</i>	<i>5</i>
Federally regulated workplaces.....	5
Alberta.....	5
British Columbia.....	5
Manitoba.....	6
Newfoundland and Labrador.....	6
Nova Scotia.....	6
Prince Edward Island.....	6
Saskatchewan.....	6
Ontario.....	6
Other jurisdictions.....	6
<i>Bullying and harassment.....</i>	<i>6</i>
Manitoba.....	7
Saskatchewan.....	7
Ontario.....	7
Consequences of violence and harassment in the workplace.....	8
<i>Health.....</i>	<i>8</i>
<i>Stress.....</i>	<i>9</i>
<i>Liability.....</i>	<i>9</i>
<i>Grievances.....</i>	<i>9</i>
<i>Productivity.....</i>	<i>9</i>
<i>Morale.....</i>	<i>10</i>
<i>Corporate image.....</i>	<i>10</i>
<i>Finances.....</i>	<i>10</i>
Legal obligations and preparing a workplace violence prevention plan....	10
<i>Special considerations.....</i>	<i>11</i>
<i>Risk assessments.....</i>	<i>12</i>

Legal requirements	12
Considerations	14
Conducting a risk assessment	17
<i>Policy and procedures</i>	<i>18</i>
Consultations	19
Contents	19
The policy statement	19
The purpose of the policy	20
The scope of the policy	20
Responsibilities with respect to the policy	20
Definitons of relevant terms in the policy	20
References and related statements of policy and procedure	20
The procedures of the policy	21
Attachments to the policy	21
Training	22
<i>Domestic Violence provisions in Ontario</i>	<i>22</i>
<i>Reduction strategy</i>	<i>26</i>
<i>Education and training</i>	<i>28</i>
<i>Informing workers at risk and protecting employees' rights</i>	<i>30</i>
<i>Response, investigation and follow-up</i>	<i>31</i>
Resources and solutions	34
References	35
Appendices	36
<i>Appendix A: Sample workplace violence policy</i>	<i>37</i>
<i>Appendix B: Sample workplace harassment policy</i>	<i>42</i>
<i>Appendix C: Sample violent incident report form</i>	<i>48</i>
<i>Appendix D: Sample violent incident investigation checklist</i>	<i>50</i>
<i>Appendix E: Sample workplace violence risk assessment form</i>	<i>51</i>
<i>Appendix F: Sample violence in the workplace compliance checklist</i>	<i>54</i>