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<b>Procedure Section:</b>	<b>Human Resources</b>
<b>Procedure Title:</b>	<b>Health and Safety Violence in the Workplace</b>
<b>Procedure Number:</b>	<b>RCJTC AP.05.11</b>
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**1. Definitions:**

**Workplace** means:

The office or school where the individual is customarily employed and includes all other places which result from employment responsibilities or employment relationships, including Board or committee meetings, locations at work-related social functions, work assignments outside the office/school, field trips, work-related conferences or training sessions, and work-related travel.

**Workplace Violence** means:

The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.

An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker.

2. The General Manager is to ensure that a copy of this policy is posted in a conspicuous place in the offices of the RCJTC.
3. The General Manager is responsible for ensuring that all employees are made aware of:
  - The existence of this policy and the issues addressed herein.
  - The existence of supporting procedures issued under this policy.
  - Identified potential or actual risks of violence and measures available to prevent and respond to such risks.
4. The General Manager is authorized to issue such procedures as may be necessary to implement and support this policy, which shall include, without limitations, procedures regarding:
  - The conduct of assessments (and re-assessments) of the risks of workplace violence and measures to control such risks.
  - Reporting mechanisms and other measures available to prevent and

respond to violent incidents.

- Measures available to protect workers from domestic violence.
- The duty to provide information, including personal information, related to a risk of workplace violence.

### **Related RCJTC Policy**

P.05.11            Health and Safety Violence in the Workplace Policy

### **Related RCJTC Procedures**

### **Related RCJTC Forms**