

Topic: Workplace Health & Safety

7.1 Appendix A - Violence & Harassment Procedures: Roles & Responsibilities

Board Motion Number:

21.105

Date of Original Board Motion Number:

March 24, 2015

Date of Current Issue:

October 28, 2021

Date of Next Review:

2022

Attachments:

Signature of Board Chairperson (and Date):

Accountability

All workplace parties are accountable for complying with the policy and measures and procedures in the Violence and Harassment Program that supports this policy.

The North Kawartha Public Library Board (hereafter referred to as NKPLB) will

- Ensure a copy of this policy is posted in the workplace.
- Consult with the Health & Safety Representative, in conducting hazard assessments, and develop practical steps to minimize or eliminate identified risks.
- Conduct workplace harassment and violence hazard assessments to determine whether the nature of the work or the work environment may place, employees at risk of harassment or violence.
- Take all reasonable and practical measures to minimize or eliminate risks identified through the hazard assessment process, workplace inspections, or the occurrence of an incident.
- Conduct further hazard assessments at intervals of time appropriate to the specific conditions and circumstances of the jobs performed.
- Establish a process for reporting, investigating, documenting, and debriefing incidents of harassment and violence.
- Respond promptly to all reports of violence, address immediately all incidents of workplace violence, and not condone or permit any behaviour contrary to this policy.
- Ensure that all known incidents of workplace harassment and violence are investigated and to the extent appropriate based on the nature of each incident and the actual or potential threat it posed to worker safety:
 - consult with other parties (e.g., Human Resources, Police)
 - take all reasonable and practical measures to minimize or address risks identified by the incident
 - document the incident, its investigation, and corrective action taken.
- Take all reasonable and practical measures to protect workers, acting in good faith, who report workplace violence or act as witnesses, from reprisals or further harassment or violence.

- Review hazard assessments annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed.
- Review annually, in conjunction with review of hazard assessments, the effectiveness of actions taken to minimize or eliminate workplace harassment and violence and make improvements.

Management will

- Understand and uphold the principles of this policy.
- Enforce policy and procedures and monitor worker compliance.
- Facilitate medical attention for employee (s) as required.
- Identify and alert staff to harassing / violent persons and hazardous situations.
- Report workplace harassment / violence issues to the NKPLB and provide appropriate follow up.
- Conduct, consult and/or oversee the investigation process.

All Employees will

- Maintain a safe work environment.
- Not engage in or ignore violent, threatening, intimidating or other disruptive behaviours.
- Report promptly to the CEO/Librarian any incident where the employee is subjected to, witnesses, or has knowledge of workplace harassment or violence, or has reason to believe that workplace harassment or violence may occur.
- Inform the CEO/Librarian of any harassment or violence, potential risk of violence, or unacceptable behaviour they may experience or witness including issues in the employee's non-work life that may impact on the employee's or co-workers safety.
- Seek support, including medical attention if required, when confronted with harassment or violence or threats of violence.
- Participate in education, training or information sessions provided by the employer to reduce harassment or violence or risks of harassment or violence, and to learn how to respond suitably to any incident of workplace harassment or violence.
- Cooperate with the police, company investigators, mediators or other authorities as required during any investigation related to workplace harassment or violence.
- Understand and comply with the harassment or violence policy and related procedures. Ask for assistance or explanations as required.
- Contribute to risk assessments as requested.
- At least once a year, participate in a review of the workplace harassment and violence program as requested.

The Health & Safety Representative will

- Review the Workplace Violence Hazard Assessment results and provide input to management to reduce or eliminate the risk of harassment or violence.
- Review all reports forwarded to the Health & Safety Representative regarding workplace harassment or violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Participate in the investigation of critical injuries as appropriate.
- Recommend corrective measures for the improvement of the health and safety of workers.
- Participate in the review of the policy and guidelines for continuous improvement.