

MANAGERS' GUIDE TO WORKPLACE VIOLENCE AND HARASSMENT PREVENTION

AWARENESS, PREVENTION, TRAINING

All workers have the right to a respectful workplace. In Ontario workplaces are required to develop workplace harassment and violence policies and prevention programs. Use this checklist to ensure your program is compliant and is reviewed annually.

Occupational Health and Safety Act

The Occupational Health and Safety Act requires you to:

- Operate a safe and healthy workplace,
- Do everything reasonable to protect the health and safety of your workers, and
- Develop Workplace Harassment and Violence policies and programs.

WORKPLACE HARASSMENT

Legal Responsibilities

- Be aware of your employer responsibilities under the Occupational Health and Safety Act and the Ontario Human Rights Code.

Workplace Harassment Policy and Program

- Collect information on past incidents of harassment, concerns and issues related to your workplace and community.
- Develop a Workplace Harassment Policy which includes commitment from senior management to protect workers from harassment in the workplace.
- Develop a program for reporting and investigating incidents.
- Review and update the Policy annually.

Training

- Provide all workers with information and instruction on the policy and program.
- Incorporate the training into your orientation program and the principles of your policy into your code of conduct.

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WORKPLACE VIOLENCE

Recognize the Hazard of Workplace Violence

- Be aware of your legal responsibilities under the Occupational Health and Safety Act to protect workers from violence in the workplace.
- Collect information on past incidents of violence, concerns and issues related to your workplace, community, and similar workplaces.

Assess the Risk of Workplace Violence

- Conduct an assessment of each of your locations including the physical environment and presence of identified risk factors (working with cash, working alone, working with unstable or volatile clients, ... view a complete list of risk factors on the Ministry of Labour website)

Control the Risk of Workplace Violence

- Develop a Workplace Violence Policy which includes commitment from senior management to protect workers from violence in the workplace.
- Develop a program for controlling risks identified in your assessment, procedures for calling for immediate assistance, and procedures for reporting and investigating incidents, including threats of violence.

Training

- Provide all workers with information and instruction on the policy and program.
- Incorporate the training into your orientation program, emergency plan, and the principles of your policy into your code of conduct.

Monitor and Evaluate

- Review and update the Policy annually.
- Reassess the risk of workplace violence as often as necessary to protect your workers – annually is recommended or following an incident or threat of violence.

The information provided is an overview. Your situation is unique. Refer to the applicable legislation or contact Fusion Career Services for advice.