

PURPOSE

All workers, learners and Board of governors at the College are entitled to a safe environment that is respectful and free of all forms of violence. Southeast College strives to ensure the safety of all members of the College community. The College is committed to taking preventative measures to minimize and eliminate the risk of workplace violence, facilitate prompt action when violence occurs, and provide support and interventions for those affected. The College does not condone, and will take action to address, incidents of violence or attempted violence. Southeast College has zero tolerance towards violence.

SCOPE

This policy applies to the entire College community, including workers, learners, in-scope and out-of-scope employees, contractors, volunteers, and Board members, while participating in College-related activities in any location. This includes any College-related activity outside the workplace. This policy also applies at any third-party location where College-related activities are performed.

In the context of interactions with Southeast College, anyone participating in a Southeast College sponsored activity is expected to conduct themselves in accordance with the policy.

This policy is not intended to prevent or discourage an employee from making any inquiries, seeking assistance or exercising legal rights:

- A) Under the applicable Human Rights legislation;
- B) Under the relevant Occupational Health and Safety legislation; or
- C) Under any other law.

DEFINITIONS

Violence – Section 3-26 of *The Occupational Health and Safety Regulations* defines workplace violence as: The attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

In this policy, violence includes but is not limited to the following:

1. The use of physical force against or by a worker or learner that causes or could cause physical injury. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property or throwing objects;
2. The attempted use of physical force against or by a worker or learner that could have caused physical injury;
3. An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security; and
4. Bringing a weapon of any kind to Southeast College, possessing a weapon of any kind while carrying out business or educational activities, and/or threatening to bring a weapon.

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Harassment - This is the companion policy to H201 Anti-Harassment, which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates or is known, or ought to be known to be unwelcome.

Respectful Behaviour - This behaviour values diversity, inclusion, dignity, courteous conduct, mutual respect, fairness, equality, and promotes positive communication and collaborative working relationships.

Inappropriate Behaviour – This is an overarching term used to describe disrespectful behaviour, discrimination, sexual harassment, harassment, and/or bullying.

Disrespectful Behaviour - This behaviour is disruptive to positive communication, courteous conduct, and collaborative working relationships (for example, gossip or interruptions). Behaviour may also be disrespectful if it does not value diversity, inclusion, dignity, fairness and equality. More objectionable and severe forms of disrespectful behaviour are considered harassment and/or bullying.

Risk Assessment – An investigative and analytical process to determine the nature of the threat and level of risk of violence presented by an individual, including the steps to be taken to mitigate the risk.

Worker – Section 3-1(1)(gg) of The Saskatchewan Employment Act defines worker as: (i) an individual, including a supervisor, who is engaged in the service of an employer and includes a person who is enrolled in secondary or post-secondary educational institution and who: (A) is permitted by an employer, directly or indirectly, to perform work services; or (B) is being trained by an employer; or (ii) a member of a prescribed category of individuals.

Learner – included in all instances of reference to “worker”; includes any student or prospective student participating in Southeast College classes, workshops, community events; or those acquiring Southeast College services.

ZERO TOLERANCE

Southeast College values the health and safety of its workers and learners and expects that all premises and related activities will be free of violence. Southeast College will not tolerate incidents of violence perpetrated against or by workers or learners while participating in College-related activities in any location. This includes any College-related activity outside the workplace as well as any third-party location where College-related activities are performed.

DOMESTIC VIOLENCE

A worker or learner experiencing violence outside of the workplace (i.e. domestic violence) that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence so that Southeast College can take reasonable preventative measures.

CHILD ABUSE

Saskatchewan Child Abuse Protocol, 2023 – As a member of the community, if you believe a child may be neglected or abused, you have a legal responsibility to immediately report all incidents of suspected, observed, or disclosed abuse to your nearest Ministry of Social Services office.

EMPLOYER'S COMMITMENT

Southeast College is committed to providing a safe and positive environment for workers and learners, taking every reasonably practicable effort to ensure that no employee, worker or learner is subjected to threats or violence. Southeast College will take corrective action in accordance with the progressive discipline process, up to and including academic dismissal or termination of employment, if threats or violence are found to have occurred.

This commitment includes but is not limited to:

- Informing all persons of their rights and obligations. A copy of the policy will be provided to all workers and learners, and accessible electronically through the College SharePoint site and website.
- Training all persons in implementing this policy, information meetings will be held periodically, annually at a minimum, to explain the policy. New employees will receive the policy during their orientation.
- Completing a risk assessment for each department which focuses on external risk factors, identifying any positions, locations and situations that pose the greatest risk.
- Implement applicable controls, procedures and/or processes that minimize the risk of workplace violence.
- Providing a training program to all workers who are, or are likely to be, exposed to violence in the workplace.
- Meet with workers to review and provide written information regarding the nature and extent of the risk of violence in the workplace or their position, as well as preventative measures to reduce or eliminate the risk of violence.
- Provide workers with training and education on use of procedures, work practices, administrative arrangements or engineering controls developed to minimize or eliminate risk.
- Ensure there is no loss of pay or benefits to a worker receiving medical treatment or counselling following a violent incident.
- Recommend workers who have been exposed to violent incidents to consult a physician for treatment, access the Employee and Family Assistance Plan (EFAP), and/or seek legal counselling.
- Ensure, in accordance with *The Workers Compensation Act*, that if a worker sustains an injury, consults a physician or attends counselling after a violent incident, a report of injury (E1) form will be submitted to the Saskatchewan Workers' Compensation Board.
- Ensure individuals understand that in accordance with the Saskatchewan Child Abuse Protocol, they must ensure incidents of suspected, observed or disclosed abuse of a child are reported to the nearest Ministry of Social Services office.
- Commit to continuous improvement of policies and practices related to violence prevention, including review the Violence Prevention policy and procedures every three years and whenever there is a change of circumstances that may affect the health or safety of workers and/or learners.
- Cooperate with any person investigating acts of violence.

WORKER'S and LEARNER'S DUTY

All members of the Southeast College community are responsible for helping to reduce the potential for violent incidents, maintaining a safe work and learning environment, and reporting any acts of violence or attempted violence.

All workers of Southeast College shall:

- Refrain from threats, acts of violence, or attempted violence.
- Know their rights in accordance with *The Occupational Health and Safety Regulations*

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- Follow the safe work practices and procedures herein.
- Participate in violence prevention training and regular review of the policy.
- Ensure they understand the policy in full.
- Participating as required for the purpose of reviewing and revising hazard or risk assessments, applicable policies, procedures or investigations.
- Abide by all procedures, work practices, administrative arrangements or engineering controls that were developed to minimize or eliminate risk to workers.
- Report any hazards, dangers, violent or potentially violent incidents they have observed through the Southeast College Occupational Health and Safety Committee.
- In accordance with the Saskatchewan Child Abuse Protocol, ensure incidents of suspected, observed or disclosed abuse of a child are reported to the nearest Ministry of Social Services office.
- Cooperate with any person investigating acts of violence.

All learners and members of the Southeast College community shall:

- Refrain from threats, acts of violence, or attempted violence.
- Know their rights in accordance with *The Occupational Health and Safety Regulations*
- Follow the safe work practices and procedures herein.
- Participate in regular review of the policy.
- Ensure they understand the policy in full.
- Abide by all procedures, work practices, administrative arrangements or engineering controls that were developed to minimize or eliminate risk.
- Report any hazards, dangers, violent or potentially violent incidents they have observed through the Southeast College Occupational Health and Safety Committee.
- In accordance with the Saskatchewan Child Abuse Protocol, ensure incidents of suspected, observed or disclosed abuse of a child are reported to the nearest Ministry of Social Services office.
- Cooperate with any person investigating acts of violence.

VIOLENCE CONTROL MEASURES

Where practical, external violence risk factors or hazards shall be removed. Where external violence hazards cannot be removed, controls shall be implemented to reduce the probability of a violent incident occurring.

Where a task-specific hazard risk assessment identifies the potential for workplace violence:

- Appropriate controls shall be determined and reviewed with the worker's supervisor or manager;
- If controls are deemed insufficient, the task shall not be performed until a second hazard risk assessment has been performed with the supervisor/manager and appropriate controls determined; and
- Where a worker(s) still feels the level of risk is too high the matter must be referred to the Southeast College Occupational Health and Safety Committee.

PRE-CONTACT CONTROLS

Pre-contact controls involve methods to avoid exposure to violence. These include, but are not limited to:

- Providing education and training.
- Removing risk factors or hazards from the environment; and/or
- Creating a barrier between the person and the hazard by manipulating the physical design of the environment.

Specific pre-contact measures can include:

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- Distributing education materials, policy and procedures for violence prevention and protection.
- Creating awareness through standard signage stating “There is ZERO tolerance for verbal abuse, threatening actions or physical attacks. Any such actions will not be tolerated and will be reported to the appropriate authorities.”
- Controlling access to work and study areas through use of walls, locked doors, counters, and/or security gates.
- Ensuring appropriate lighting systems for all interior and exterior building areas, grounds and parking areas.
- Using video surveillance and/or alarm systems to monitor high-risk areas and panic buttons and cell phones enable workers to access help in emergencies.
- Utilizing law enforcement agencies, if absolutely necessary, to deal with clients with a history of violence.

POST-CONTACT CONTROLS

Post-contact controls assist in reducing the impacts and ensuring appropriate responses to violent incidents. These can include:

- Processes to provide medical attention, counselling and/or debriefing, and/or referrals to legal support as required to all parties involved in violent incidents.
- Processes and procedures to capture and record pertinent information concerning violent incidents, providing information to prevent similar incidents in the future; and/or
- Processes to notify external parties if one of their employees’ actions constitutes violence to any Southeast College member.

HAZARD AND RISK COMMUNICATION

If situations of potential violence are recognized through a hazard risk assessment or by other means:

- Workers and/or groups that could be impacted shall be identified; and
- Pertinent details shall be communicated to potentially affected workers and/or groups.

TRAINING

Workers who have been identified as at risk of violent incidents shall attend training, which shall include:

- The nature and extent of risk associated with the anticipated violence;
- Ways to recognize potentially violent situations;
- Appropriate responses to avoid and/or de-escalate incidents of violence;
- The procedure for reporting violent behaviour; and
- The procedure for documenting and investigating violent incidents.

ACKNOWLEDGEMENT AND AGREEMENT

I, _____, acknowledge that I have read and understand Southeast College’s Violence Prevention Policy. I agree to adhere to this policy and will ensure that employee’s working under my direction adhere to this policy.

Signature: _____

Date: _____

Witness: _____

Signature: _____

REFERENCES

H210.1 Violent Incident Reporting Procedure
The Saskatchewan Employment Act
The Occupational Health and Safety Regulations
The Workers Compensation Act
Saskatchewan Human Rights Code
Saskatchewan Child Abuse Protocol, 2023

RELATED POLICIES

H201 Anti-Harassment
H205 Sexual Violence and Sexual Assault
H207 Working Alone

Effective Date:	May 17, 2024 Replacing G51
Date last reviewed:	*New N/A G51 May/16
Scheduled review date:	May 2027
Approved by:	Executive Management May 2024