Workplace Violence Prevention Program

Policy

The University of Guelph has a Workplace Violence Prevention Policy, 851.01.17. This Workplace Violence Prevention Program (“Program”) supports this Policy.

Reporting Procedures

Any member of the University community who has reason to believe that they have been treated in a manner that violates the Workplace Violence Prevention Policy 851.01.17, or who witnesses behaviour that might contravene this Policy, is encouraged to contact the University of Guelph Campus Safety Office and/or the local Policing Authority.

Workers:

Workers who believe they have been treated in a manner that violates the Policy are encouraged to report the situation:

1. Immediately to the University of Guelph Campus Safety Office at 519-824-4120 ext. 2000 and/or the Local Policing Authority at 911
2. To their supervisor, or if the allegation is against the supervisor a person in authority
3. Complete a Workplace Violence Reporting Form [1] and submit it to Occupational Health and Wellness [2] (OHW)

Supervisors:

If a worker contacts you regarding an alleged case of workplace violence:

1. Promptly obtain first aid/medical aid for the worker as appropriate
2. Confirm that the incident has been reported to Campus Safety Office at 519-824-4120 ext. 2000 or the Local Policing Authority at 911
3. Complete a Workplace Violence Reporting Form [1] with the worker and submit to Occupational Health and Wellness with twenty-four (24) hours of the supervisor learning of the incident

Emergency Response

In case of an emergency, immediately contact Campus Safety Office at 519-824-4120 ext. 2000 or 519-840-5000 and/or the Local Policing Authority at 911. Provide location and details of the incident. Inform your supervisor and others in the immediate area.

Campus Safety Office can also be contacted through:

- Emergency Blue Phones
- Emergency Phones
- Elevator Alarm Buttons
- Safe Gryphon App

Investigation

The Campus Safety Office and/or the Local Police Authority are responsible for all investigations into incidents or complaints of workplace violence. The investigation will gather the facts related to the incident or allegation so that the University can respond appropriately.

Any employee who has been a victim of workplace violence or is alleged to have engaged in workplace violence will be advised of the process that will be followed if the matter is being investigated and will be provided with a fair process that will include an opportunity to meet with the investigator, an opportunity to respond to relevant statements made by the other party, and being advised of the outcome of the investigation in a timely manner. Please note that while employees have a right to be advised of the outcome of the investigation they will not generally be advised of the details of any sanction/remedial action against any other party.

Assessment of Risk of Violence

The University will reassess the risk of workplace violence as often as necessary to ensure that the Policy and Program continue to protect workers from workplace violence. The University will advise the Central Joint Health & Safety Committee of the results of the assessment and provide a copy if the assessment is in writing.

Control the Risk of Workplace Violence

Identified Risks & Controls:

1. **Working Alone:** The University has a Working Alone Policy Environmental Health and Safety (EHS) Policy 851.06.06. The intent of the policy is to ensure appropriate supervisory due diligence and to promote safe work procedures for the health and safety of persons working alone.
2. **Travel to Remote Locations or Hazardous Regions:** The University has a Field Work EHS Policy 851.06.04. The Centre for International Development has the Safe Travel Advisory Services (STAS) program available. These programs require individuals to consider warnings from the Federal government on travel to specific areas of the world and to create plans for various types of emergencies.
3. **Dealing with Highly Sensitive or Controversial Personal Matters:** The University has an established Employee and Family Assistance Program (EFAP) to aid employees in crisis.
4. **Handling or Securing Cash or Other Valuables:** On the Guelph campus, Revenue Control currently provides services for the handling of cash or other sensitive items. Audit Services and Campus Safety Office are available for audits and risk assessments.
5. **Patrolling and Responding to Security Conditions and Providing Protective Services:** On the Guelph campus, regular patrols are conducted by Campus Safety Office. Supervision of the card access system and video surveillance is conducted by the Campus Safety Office. On the Ridgetown campus, patrolling is performed by their Campus Safety Office.
6. **Making Decisions Which Impact Academic or Employment Status:** Prior to making decisions that impact academic status, employees should consult their immediate supervisor for guidance. Human Resources may provide specific guidance to area management who are making decisions that impact employment status.
7. **Dealing with Unstable/Volatile Individuals:** Campus Safety Office or the Local Policing Authority should be contacted for support and assistance in dealing with unstable or volatile individuals who are violent or pose a threat of violence.

Resources

- **Campus Safety Office:** In situations involving workplace violence, all members of the University community are strongly advised to contact Campus Safety Office
    - Contact: Campus Safety Office [3] at 519-824-4120 ext. 2000 or email Campus Safety Office [4]
- **Human Resources - Occupational Health and Wellness (OHW)** can provide first aid and assistance for access to the Employee Assistance Program (EAP)
    - Occupational Health and Wellness (OHW) - can be contacted at 519-824-4120 ext. 52647 or email OHW [2]

    - Employee and Family Assistance Program (EFAP) - confidential counselling services for regular full time employees and their immediate family members. For more information go to the EFAP Program [5]
- **Human Resources - Staff Relations - For All Non-Academic Staff**
    - Contact Staff Relations. [6]
- **Faculty and Academic Staff Relations, Office of the Provost - For Faculty Sessional Lecturers and Teaching Assistants: UGFA and CUPE 3913 (unit 1 & unit 2) members only.**
    - Contact Laurie Arnott email [7]or at 519-824-4120 ext. 53195
- **Diversity and Human Rights Office (DHR).** The DHR serves as the focal point and primary resource to all members of the University community on matters involving human rights issues.
    - Contact DHR [8] or at 519-824-4120 ext. 53000 or you can visit the DHR website [9]
- **Unions & Employee Groups.** When members of unions or employee groups are exposed to instances of workplace violence, the union or employee group would be a useful resource.
    - Contact: List of Union Contacts and Contact Information [10] or at 519-824-4120 ext. 56598

Page category: Policy [11]

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Links
[1] https://www.uoguelph.ca/hr/system/files/Workplace%20Violence%20Reporting%20Form_1.pdf [2] mailto:ohw@uoguelph.ca [3] https://www.uoguelph.ca/police/ [4] mailto:info@police.uoguelph.ca [5] https://www.uoguelph.ca/hr/node/4141/ [6] https://www.uoguelph.ca/hr/hr-services-about-human-resources/human-resources-consultants [7] mailto:l.arnott@exec.uoguelph.ca [8] mailto:dhrinfo@uoguelph.ca [9] http://www.uoguelph.ca/diversity-human-rights/ [10] https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-group-contact-information [11] https://www.uoguelph.ca/hr/page-category/policy