
Workplace Violence Prevention

Procedure No:	7150-PR5
Version:	2
Policy Reference	7150 – Occupational Health & Safety
Category:	Safety, Security, and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President Human Resources & People Development
Department Responsible:	Safety, Security, and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 February 28

Overview

BCIT is committed to providing a safe working and learning environment. Although workplace violence on campus is not common, BCIT is committed to preventing workplace violence and to responding appropriately if employees are exposed to threats or acts of violence.

BCIT has established a Workplace Violence Prevention Program, which includes prevention, risk assessments, and response to reported incidents of workplace violence in support of victims.

This procedure applies directly to Policy 7150, Occupational Health and Safety.

Who This Procedure Applies To

This procedure applies to all BCIT employees exposed to workplace violence. It also applies to supervisors, departments, schools, and the Senior Director of Safety, Security and Emergency Management. It does not apply to incidents between coworkers, which are addressed by Procedure 7100-PR1, Response to Abusive or Threatening Behavior.

Related Documents and Legislation

Provincial Legislation

Employment Standards Act, RSBC 1996, c 113

Workers Compensation Act, RSBC 2019, c 1

Occupational Health and Safety Regulation, BC Reg 296/97, ss 4.27 - 4.31

BCIT Policies and Procedures

Policy 5102, Student Code of Conduct (Non-Academic)

Procedure 7100-PR1, Response to Abusive or Threatening Behavior

Procedure 7100-PR8, Threat Assessment Team

Policy 7507, Harassment and Discrimination

Policy 7103, Sexual Violence and Misconduct

Procedure 7103-PR1, Response to Sexual Violence and Misconduct

Definitions

IRIS: means BCIT's online incident reporting and information system.

risk assessment: means an investigative and analytical process used to determine the nature of a threat, the level of risk of violence presented by an individual, and the steps to be taken to mitigate the risk.

SSEM: means the Department of Safety, Security and Emergency Management.

workplace violence: has the same meaning as “violence” in the *Occupational Health and Safety Regulation*, i.e., the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

Duties and Responsibilities

BCIT has established a Workplace Violence Prevention program in accordance with applicable laws and regulations. The Institute will ensure that employees receive information in prevention, recognition, training, and response for potential risks to workplace violence. Additionally, BCIT will ensure that any employee reporting an incident of workplace violence is advised to consult a physician of their choice.

Supervisors

Supervisors are responsible for:

- Facilitating the protection of the health and safety of all persons under their direct supervision through training and ongoing supervision of the persons and environment for which they are responsible.
- Upon receiving a report of workplace violence from the employees under their charge, promptly informing SSEM and a manager of the department or school.
- Performing a risk assessment in any workplace in which a risk of injury to employees from violence arising out of their employment may be present.

Departments and Schools

Departments and schools are responsible for:

- Identifying potential risks of workplace violence.
- Performing a risk assessment in any workplace in which a risk of injury to employees from violence arising out of their employment may be present.
- Engaging SSEM to conduct risk assessments and assist with developing and implementing workplace control measures.

Employees

All employees are responsible for reporting incidents of workplace violence that they experience or witness:

- to their supervisor; and
- through IRIS.

If the employee’s supervisor is not readily available, the employee may report the incident to Human Resources or SSEM.

Senior Director, Safety Security and Emergency Management

The Senior Director of SSEM is responsible for:

- Acting as a resource for supervisors, departments, and schools to identify and complete risk assessments of identified potential sources of workplace violence.
- Proactively conducting violence prevention risk assessments or act as a resource to departments/schools proactively conducting risk assessments.
- Upon receiving a report of an incident of workplace violence, responding according to Procedure 7100-PR1, Response to Abusive or Threatening Behaviour, including immediate response, implementation of precautionary measures, risk assessment, and referral to the BCIT Threat Assessment Team or other administrative departments as necessary.

The Senior Director may delegate duties to carry out the above responsibilities.

Reporting Procedures

Controlling or Preventing Violence in the Workplace

SSEM will coordinate risk assessments of the workplace and work environment (location, nature and circumstances), and implement controls (work procedures, engineering controls, etc.), to reduce the risk of workplace violence.

Reporting an immediate risk of physical injury

Anyone who believes there is an immediate risk of workplace violence or physical injury to themselves or someone else must immediately call Campus Security (604-451-6856) or 911. Campus Security can also be called through the SafetyWise app. Employees must also subsequently report the incident to their supervisor and report through IRIS.

Reporting situations that do not pose an Immediate Risk of Physical Injury

Employees who have experienced or witnessed workplace violence must report the incident to their supervisor, or if not immediately available, to SSEM or Human Resources. They must also report the incident through IRIS.

A supervisor who receives a report of a workplace violence incident must promptly provide information about the incident to SSEM and to a manager of the department or school.

Forms Associated with this Procedure

Online IRIS reporting.

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Procedure 7150-PR5 version 1	2019 May 28	Replaced
Revised: Procedure 7150-PR5 version 2	2023 Feb 28	In Force

Scheduled Review Date

2028 February 28