
Workplace Violence Prevention

Procedure No.:	7150-PR5
Policy Reference:	7150
Category:	Safety, Security, and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security, and Emergency Management
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Objectives

BCIT endeavors to provide 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 violence in support of victims.

This procedure applies directly to Policy 7150, Occupational Health and Safety. This procedure describes the roles and responsibilities required of BCIT employees in administering the Workplace Violence Prevention program.

Who This Procedure Applies To

This policy applies to all BCIT employees exposed to Workplace Violence as defined by regulation. Any incidents between coworkers will be addressed under Procedure 7100-PR1, Response to Abusive or Threatening Behavior.

Related Documents and Legislation

BCIT Policies:

- Policy 7150, Occupational Health and Safety
- Policy 5102, Student Code of Conduct (Non-Academic)
- Procedure 7100-PR1, Response to Abusive or Threatening Behavior
- Procedure 7100-PR8, Threat Assessment Team

Legislation:

- BC *Workers Compensation Act*, Occupational Health and Safety Regulation, Prevention Manual Policies and Guidelines

Definitions

Risk Assessment

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.

Workplace Violence

Any incidents of violence that occur in a workplace, including attempted or actual assaults, or any threatening statement or behaviour, towards an employee by any person other than a co-worker, which give the employee reasonable cause to believe they are at risk of assault or injury.

Duties and Responsibilities

BCIT

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, training, and response for potential risks to violence. Additionally, BCIT will ensure that any employee reporting an incident of violence is advised to consult a physician of their choice.

Supervisors/Departments

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.

Supervisors must inform department or school management and SSEM of any reports of workplace violence from the employees under their charge.

Departments and schools are responsible for identifying potential risks of violence and to engage SSEM for risk assessments and assistance with the development and implementation of workplace control measures.

Employees

All employees have the obligation to report incidents of workplace violence that they experience or witness to their supervisor. If the employee's supervisor is not readily available, the employee may report the incident to Human Resources or SSEM.

Safety, Security and Emergency Management

SSEM will act as a resource for supervisors, departments, and schools to identify and to complete risk assessments of identified potential sources of violence.

Upon report of an incident of Violence in the Workplace SSEM will respond under the procedures outlined in 7100-PR1, Response to Abusive or Threatening Behaviour, which includes immediate response, implementation of precautionary measures, risk assessment, and referral to the BCIT Threat Assessment Team or other administrative departments as necessary.

Reporting Procedures

Controlling or Preventing Violence in the Workplace

Supervisors should perform a risk assessment of the workplace and work environment that they oversee (location, nature and circumstances) and to implement controls (work procedures, engineering controls, etc.), to reduce the risk of workplace violence.

Reporting an immediate risk of physical injury

The employee should immediately call Campus Security (604-456-6856) or 911 if a crime is in progress. The employee should subsequently report the incident to their supervisor.

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

Employees having experienced or witnessed workplace violence must report the incident to their supervisor, or if not immediately available, to SSEM or Human Resources.

The supervisor must then inform SSEM and department or school management of incidents of workplace violence.

Forms Associated with this Procedure

None

Amendment History

1. Created 2019 MMM DD