

Number: RM13
Administered by: Risk Management
Approved by: 
Effective date: October 15, 2018
Last Review: July 24, 2018
Next Review: July 2019
Page: 1 of 3



CITY OF
Lethbridge

WORKPLACE VIOLENCE PREVENTION

PURPOSE

The City of Lethbridge is committed to providing a work environment that protects the physical, psychological and social well-being of people. Violence will not be tolerated from any person at or outside of the work site. The City will take whatever steps are reasonable to protect our workers from workplace violence. This policy does not discourage a worker from exercising the worker's right under any other law.

PERSONS AFFECTED

Employees/Special Purpose Bodies/City Council

POLICY STATEMENT

The City of Lethbridge is committed to eliminating, or if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence. The City of Lethbridge will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

RESPONSIBILITIES

Workers will:

- Work in compliance with this policy and the supporting procedures.
- Refrain from causing or participating in violence.

- Raise any concerns about violence and report any incidents to the appropriate person.
- Participate honestly and completely in investigations related to workplace violence.

Supervisors will:

- Adhere to this policy and the supporting procedures.
- Refraining from causing or participating in violence.
- Address as soon as reasonably practicable any observed behaviours of workplace violence.
- Raise any concerns about violence and report any incidents to the appropriate person.
- Participate honestly and completely in investigations related to workplace violence.

Business Unit Managers will:

- Ensure a written incident report is completed.
- Adhere to this policy and the supporting procedures.
- Investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair, respectful and timely manner.
- Respect the privacy of all concerned as much as possible. Prevent disclosure of the circumstances related to an incident of violence or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witness) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. In the event of a disclosure to inform workers of a specific or general threat of violence or potential violence, disclosure will be limited to the minimum amount of personal information required.
- Ensure no worker is penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving violence.

DEFINITIONS

- Business Unit Manager: means an employee who is directly accountable for the performance of a declared business unit (see Appendix "A" for a list of declared Business Units).
- Person: includes employees, contractors, volunteers, suppliers, service providers, self-employed persons, citizens and visitors.
- Supervisor: means a person who has charge of a work site or authority over a worker.

- Violence: whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
- Worker: means a person engaged in an occupation, including a person who performs or supplies services for no monetary compensation.
- Work site: means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

REFERENCES

- *Occupational Health and Safety Act*
- RM15: Workplace Health and Safety
- RM16: Workplace Harassment Prevention
- RM7: Incident Investigation
- HR15: Discipline: Union Employees
- Collective Agreements

REVISION/REVIEW HISTORY

- May 3, 2004: New document
- September 6, 2006: Reviewed and re-issued
- March 4, 2009: Reviewed, revised City Manager signature and re-issued
- July 24, 2018: Significant revision replaces RM13: Preventing Workplace Violence
- October 15, 2018: Language added; policy does not affect other worker rights