

## ***VIOLENCE IN THE WORKPLACE***

<b><i>POLICY No. :</i></b>	<i>036</i>
<b><i>SCOPE:</i></b>	<i>All Faculty, Staff and Administrators, visitors</i>
<b><i>APPROVAL:</i></b>	<i>Senior Management Team</i>
<b><i>DATE OF ORIGINAL POLICY:</i></b>	<i>September 2010</i>
<b><i>LAST UPDATED:</i></b>	<i>October 2011</i>
<b><i>SCHEDULED REVISION DATE:</i></b>	<i>September 2015</i>
<b><i>CONTACT:</i></b>	<i>Human Resources / Office of Student and Academic Affairs</i>

### **Purpose**

NSCAD University recognizes that acts of violence can cause physical and / or emotional harm and is committed to the preventing violence in the workplace. Although the risk of violence is not pervasive at NSCAD we do know that violence does occur from time to time in school settings. The university views any acts of violence as unacceptable and is committed to eliminating or minimizing risk where ever possible. As such, any incidents of violence or threatening behaviour will be responded to in an appropriate manner. All members of the community, including faculty, staff, students and visitors are responsible for creating and maintaining a safe work place.

### **Definitions**

**Threatening behaviour** means threats, including a threatening statement or threatening behaviour that gives an employee reasonable cause to believe that the employee is at risk of physical injury.

**Violence** means conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee.

### **Reporting**

All students, faculty, staff and visitors have a duty to report all incidents of violence as soon as possible.

#### **a. Emergencies**

All employees should familiarize themselves with NSCAD's crisis management plan posted on the web site at <http://nscad.ca/site-nscad/media/nscad/crisismanagement.pdf>

For threats of violent behaviour, physical attacks or other violent incidents which require immediate response contact the Director of Facilities Management at 830-8452.

#### **b. Non Emergencies**

Threatening behaviour that causes one to believe that there is potential for violence must also be reported. All such incidents must be reported to the Chair, Director, and/or Dean responsible for the department involved. The Director of Facilities Management may be contacted at 830-8452.

### **c. Investigation**

All reports of emergencies or threatening behaviour will be taken seriously and will be investigated appropriately. The form of investigation will depend on the nature of the situation, and may involve external law enforcement agencies as appropriate.

### **Risk Assessments**

A violence workplace assessment tool is located at the end of this document and is used to assess risks of violence within our community. Departmental Managers, Chairs and/or Directors are responsible for recognizing new risks whenever there is a significant change to any of the following:

- there is a significant change in the circumstances in which the work takes place
- location of the work changes, including building new or renovating an existing workplace.
- the interactions that occur in the course of performing the work
- at least every 5 years

All completed assessment forms must be provided to the Human Resources Department and copied to the Facilities Director for review and action.

Work situations and interactions such as working alone, past violent incidents, violence that is known to occur in similar workplaces, working alone or late at night, dealing with difficult people, and the physical layout of the workplace are all considerations when developing a workplace violence prevention plan. Managers, Directors, Chairs and Supervisors should contact the Director of Facilities Management to assist in assessing the risks with design and layout or the Office of Human Resources for appropriate administrative controls and recommending improvements.

### **Training**

Training sessions on a variety of topics geared toward preventing workplace violence will be arranged by the Human Resources Office on a regular basis.

### **Responsibility**

The Human Resources Office and the Office of Student and Academic Affairs in consultation with the Facilities Department and Occupational Health and Safety committee and crisis Management committee are responsible for reviewing this policy on a regular basis and completing a new violence assessment at a minimum of every 5 years.

### **Support Services**

The University's Employee and Family Assistance plan is available for employees who have been directly or indirectly affected by acts of violence by calling 1-866-347-2067 for confidential external advice. For physical injury, contact the Director of Facilities management at 830-8452 to access to first aide or ambulance.

Students who have been affected directly or indirectly may contact the University's Counseling office at 494-8130 for confidential counseling.

Human Resources will be available for consultation where support services are necessary.

**Related references**

- OH&S policy [http://nscad.ca/site-nscad/media/nscad/healthpolicy\(1\).pdf](http://nscad.ca/site-nscad/media/nscad/healthpolicy(1).pdf)
- Harassment and Discrimination policy <http://nscad.ca/site-nscad/media/nscad/discrimharasspolicy.pdf>

**Legislation**

- Environment and Labour – Violence in the Workplace regulations

**Other Resources**

- Employee and Family Assistance Plan, InConfidence Plan 1-866-347-2067
- Security –Granville and Academy 494-8174, Port 442-4218
- Emergency – 911
- Student Counseling – 494-8130

## Workplace Violence Assessment Form

Nova Scotia College of Art and Design

Assessment Date: \_\_\_\_\_

Assessor: \_\_\_\_\_ Work Area: \_\_\_\_\_

Yes	No	Question
		During hours when you are open to the public, are there times when only one employee is present?
		Does any staff member in your area handle cash or other valuables (including art work)?
		Does any staff member deal with troubled students or irritated employees?
		Does any staff member provide a public service? (services to the general public – library, service centre, Admissions, etc.)
		Do your staff care for others (medical assistance, counseling)?
		Are there staff members involved in disciplining others?
		Does any staff member deliver or collect items of value (cash, art work)?
		Does any staff member exercise control over others (faculty to students, supervision of staff)?
		Does any staff member inspect other people’s private property (planning inspectors, assessment officers, insurance claims adjusters)?
		Does any of your staff exercise security functions (police, private guards)?
		Does any staff member sell or dispense drugs or alcohol?
		Does any staff member deal with or handle anything that could be used as a weapon?
		Has this work area ever experienced violence in the past? If so, please state below the nature of the incident and how it was handled.
		Do you know of similar workplaces or tasks in other institutions that have experienced violence in the past?

What activity or feature of the workplace may trigger violence?

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Describe the **predicted** type of violence? (ie assault, robbery, threats, etc)

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Describe the **frequency** and **who** is at risk? (*please do not use personal names*)

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Recommendations for change:

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Please return form to: \_\_\_\_\_ Thank you for your assistance.