

To: Academic Department Heads
Cc: Faculty Executive Assistants
From: Kevin Stewart
Subject: Workplace Violence Prevention Program
Date: March 27, 2009

This memo is to advise you of UW's [Workplace Violence Prevention Program](#) and the implementation requirements for departments.

Under the Occupational Health and Safety Act, all employers must take reasonable caution to protect the health and safety of their workers in the workplace. This includes protecting workers against the risk of workplace violence.

UW's program was developed by the Safety Office in co-operation with UW Police and is based on:

- Ministry of Labour and Workplace Safety and Insurance Board Guidelines;
- Council of Ontario Universities Best Practice Protocol;
- Canadian Centre for Occupational Health and Safety Standard; and
- Programs at other universities;

UW's Workplace Violence Prevention Program is endorsed by Executive Council.

Departments are to complete the Workplace Violence Risk Assessment Surveys and forward to the Safety Office.

Completion of the survey should be co-ordinated through your Dean's Office. Compliance will be monitored through UW's Health, Safety and Environment Management System annual reporting.

For guidance on this form and completion of the survey contact:
Kate Windsor, Safety Office, Ext. 36359 kwindor@uwaterloo.ca