

**To:** Academic Support Department Heads  
**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.

For guidance on this form and completion of the survey contact:  
Kate Windsor, Safety Office, Ext. 36359 [kwindsor@uwaterloo.ca](mailto:kwindsor@uwaterloo.ca)