



Workplace Violence

(under Policy 34, Health, Safety and Environment, section 5)

Reporting Procedures

Anyone who experiences or witnesses violence or a threat of violence in the workplace, or who feels that a colleague, student or visitor is likely to become violent, is encouraged to report the situation:

- a. Immediately to UW Police at x22222 or 519-888-4911, and
- b. To his/her supervisor or an alternate from department management as soon as practicable.

The supervisor/alternate shall ensure that first aid and health care treatment are made available promptly, if necessary.

The supervisor/alternate shall promptly confirm that the matter has been reported to UW Police and that an *Injury/Incident Report* is completed and forwarded to the Safety Office by the end of the business day following the incident.

Note: There shall be no reprisal or threat of reprisal against any member of the University who, in good faith, reports an incident of violence or participates in an investigation.

Emergency Response

In case of emergency, immediately call 911, followed by UW Police at x22222 or 519-888-4911. Provide location and details of the incident. Inform your supervisor and others in the immediate area. UW Policy #60 – “Emergency Response” procedures apply in major emergencies.

Resources

Persons who have experienced or witnesses violence or a threat of violence are encouraged to access counselling resources (Employee Assistance Program, Counselling Services).

Investigation

UW Police will investigate any matter reported.

What is Workplace Violence?

Under the Occupational Health and Safety Act, “workplace violence” means,

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence includes domestic violence that could cause physical injury to a worker in a workplace.

Resource	Web Address
UW Police	http://police.uwaterloo.ca/
Safety Office	http://www.safetyoffice.uwaterloo.ca/
Counselling Services	http://www.adm.uwaterloo.ca/infoacs/
Employee Assistance Program	http://www.adm.uwaterloo.ca/infoeap/