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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Workplace Violence**

Minutes reference date: 26 May 2008

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**PURPOSE:**

To establish and maintain a policy regarding Workplace Violence. This policy, in conjunction with the Safety Policy, will help ensure the Town's commitment to a safe working environment

**POLICY STATEMENT:**

The Town of Amherst acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. Town Council and all employees are responsible for creating and maintaining a safe working environment.

**DEFINITIONS:**

Workplace Violence – is the attempted, threatened, or actual conduct of a person that endangers the health or safety of another person. It does not include verbal abuse or harassing behaviour that does not give a person “reasonable grounds” to believe they are at risk. It can also include violence that occurs away from work, but resulting from work.

Workplace – means any place where an employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used or likely to be used by an employee in an occupation. (Occupational Health and Safety Act, S.N.S. 1996, c.7)

Reasonable Grounds – a set of facts or circumstances that would satisfy any ordinary, cautious, and prudent person that there is reason to believe, and which goes beyond mere suspicion.

Disruptive behaviour – can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

**OBJECTIVES:**

- We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur.
- Violence, threats, harassment, intimidation and other disruptive behaviour in our workplace will not be tolerated: that is, all reports of incidents will be taken seriously and will be dealt with appropriately
- Through the creation and constant updating of a prevention plan that addresses risk assessment of our worksites, as well as the reporting, documenting and investigating incidents of violence, the Town of Amherst and its employees will minimize or eliminate workplace violence.