

Augusta Township Public Library Policy Prevention of Workplace Violence

This policy addresses the prevention of workplace violence as part of the Augusta Township Public Library's responsibility for worker health and safety under the ***Occupational Health and Safety Act***. This policy is for the mutual protection of staff and visitors from violence or threats of violence.

Violent behaviour in the workplace is unacceptable from anyone, including staff, members of the board, volunteers, patrons, and others who do business with the library. Individuals who violate this policy may be removed from library property and in the case of employees are subject to disciplinary action including termination.

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Section 1: Definition

1. The Augusta Township Public Library recognizes the definition of violence as set out in the **Occupational Health and Safety Act**. Workplace violence means:
 - a) the exercise of physical force by a person against a person, in a workplace, that causes or could cause physical injury to the person,
 - b) an attempt to exercise physical force against a person, in a workplace, that could cause physical injury to the person,
 - c) a statement or behaviour that it is reasonable for a person to interpret as a threat to exercise physical force against the person, in a workplace, that could cause physical injury to the person

2. Violence in the workplace may include:
 - a) verbally threatening to attack a person
 - b) leaving threatening notes or sending threatening e-mails to the workplace
 - c) shaking a fist in a person's face
 - d) hitting or trying to hit a person
 - e) throwing or kicking an object
 - f) sexual violence against a person

3. Violence in the library or on library property also includes:
 - a) intentionally or recklessly damaging the property of another person without permission
 - b) intentionally causing alarm
 - c) recklessly creating a risk by fighting
 - d) creating a hazardous condition or danger by recklessly engaging in conduct which creates a substantial risk of serious physical injury
 - e) intentionally placing or attempting to place another person in fear of imminent serious physical injury
 - f) wielding a weapon

Where the term "person" is used in the above definition, it shall be understood to refer to library staff members, volunteers, and library patrons.

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Section 2: Responsibility and Response

1. The CEO or designate must develop and maintain a workplace violence program.

The program will set out:

- a) a process for assessing the risk of violence in the workplace
 - b) measures to control risk including those from domestic violence
 - c) procedures for reporting incidents of violence
 - d) the process for dealing with, and investigating, violent incidents and complaints.
2. All complaints, reports or advisements will be thoroughly investigated by the CEO or designate.
 3. Physical or sexual assault or threat of physical violence will be reported to the police.
 4. The Library Board will encourage staff to keep up to date on information about the risk of violence in the library, and encourage them to attend training workshops dealing with various issues of violence in the workplace such as "dealing with difficult people".

5. Any one experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the police as soon as possible..
6. Workplace violence should be reported immediately to the most senior staff or Board member available.
7. Employees are encouraged to report behaviour that they reasonably believe poses a potential for violence, as described above, to the CEO and/or the Board.
8. The Augusta Township Public Library Board, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on library property in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).
9. This policy will be:
 - a) reviewed regular at intervals by the Board
 - b) posted in the staff office along with the Violence Prevention Program developed by the CEO
 - c) posted on the library's website

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Section 3: Confidentiality and False Reports

1. All investigations, interviews and deliberations shall be conducted in strict confidence to the extent possible. These documents will be stored with other confidential Personnel Records and access will be restricted.
2. Employees who are found to have made false or malicious complaints will be subject to disciplinary action

Related Documents:

Trillium Public Library – ***OP- 02 Safety, Security and Emergency Occupational Health and Safety Act***
R.S.O. 1990, CHAPTER O.1 **Bill 168 An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters.** S.O. 2009 Chapter 23

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Appendix A – Workplace Violence Program

A) Plan for Maintaining Security in the Library

1. The library staff will conduct a Worksite Assessment as often as necessary to ensure measures for violence prevention are effective. The assessment will:
 - a) identify jobs or locations with the greatest risk
 - b) identify high risk factors
 - c) conduct a physical workplace security audit
 - d) evaluate the effectiveness of existing security measures
2. The CEO, or designate, will annually review the history of past incidents to identify patterns or trends.

B) Recognized areas of higher risk in the library include:

- a) contact with the public
- b) working alone or in small numbers
- c) the circulation desk where money is kept
- d) secondary entrances to the library
- e) closing the library at night

C) Measures for reducing the risk.

1. General

- a) Designate the Furnace Room (a room with a door that locks, a phone and exit to the outside as an emergency safe room.
- b) Keep all secondary entrance doors locked.
- c) Staff will not work alone in the library without prior consent of the CEO
- d) The exterior lights around the building will be kept in good working order.

2. Recognize the Signs of Violence

Early identification and prevention of violence in the workplace is encouraged. Potential threats of violence that should be reported could include the following:

- a) threatening statements to do harm to self and others
- b) reference to other incidents of violence
- c) confrontational behaviour
- d) major change in personality, mood or behaviour
- e) substance abuse

3. Steps to Increase Your Personal Safety

1. Notice your surroundings and report any unsafe or dangerous situation to the most senior staff member.
2. If you feel uncomfortable about a person who has entered the library, trust your instincts. If you feel threatened, use the safe room and call for help.
3. When possible, use a buddy system when leaving work.
4. If you are working alone in the library, make sure someone at home knows the situation and tell them when you expect to leave.
5. If you enter a bathroom and suspect it is unsafe, don't call out. Back out, go to a safe, lockable place with phone and call for help.
6. Know the nearest exit or room with a lock.

4. Domestic Violence : Steps to Increase Your Personal Safety

1. Tell someone at work about your situation.
2. Make up a “code word” for co-persons so they know when to call for help.
3. Ask your co-persons to screen your calls and visitors.
4. Ask a co-person to call the police if your abuser bothering you.

5. Staff Procedures

Threatening Behaviour:

1. Do not argue with a threatening person. Identify yourself as a library staff member. Remain calm and keep your voice low and firm
2. Do not put yourself or others in danger. Keep a distance of four feet.
3. Be friendly but firm, introduce yourself, look at the person while you talk to him/her, let the person talk, clarify the problem and offer solutions.
4. Get assistance from another staff person
5. Advise him/her that the police will be called if the abuse does not stop
- 6. If the behaviour doesn't change call the police**
7. Notify the CEO or designate and complete an incident report form

Violence/Assault

1. If you hear raised voices or sounds of a scuffle investigate.
- 2. If you witness violence or an assault call the police and describe the situation**
3. Recruit other staff to move others out of the way to a safer location.
4. Do not block exits to prevent a threatening/violent person from leaving the building
5. Do not invade their personal space of the threatening person.
6. Do not get between two people fighting
7. Notice details so you can describe the situation to the authorities
8. Notify the CEO and complete an incident report. (Appendix A)

D) How to report

1. A report should be made as soon as possible after an action or behaviour occurred
2. An informal, verbal complaint may be brought forward to the CEO. It is in the best interest of all concerned that a report be written.
3. If a formal complaint is requested, the employee must file a written report with the CEO
4. The report should include a brief statement of the incident, when it occurred, where it occurred, date and time it occurred, the person(s) involved and the names of any witnesses if any.

E) Investigation and Dealing with Incidents or Complaints

1. With in 2 working days of receiving a report the CEO or her designate will complete an investigation. This will include interviews with the employee, the alleged perpetrator and any witnesses.

2. The results of the investigation will be held with the employee to discuss the results and present recommended preventative actions and/or resolutions.
3. A separate meeting will be held with the alleged perpetrator.
4. If the findings do not support the allegations the CEO will recommend that no further action is necessary and that the matter be closed.
5. Should the investigation conclude that there is evidence of misconduct the CEO will prescribe a resolution that may include police intervention.
6. Employees who are found to have made false or malicious complaints of will be subject to disciplinary action.

**Augusta Township Public Library Policy
Prevention of Workplace Violence Appendix A**

ACCIDENT/INCIDENT REPORT

1. The staff member who took charge of the situation should fill out this form within 4 hours of the incident.
2. This form is used for bodily injuries, thefts, fire and other incidents.
3. Where loss exceeds \$1000 contact Police Services immediately

Person's Name _____ Age _____

Address _____ Phone _____

{ } Patron { } Staff { } Volunteer { } Other _____ { } Male { } Female

Emergency Contact Name: _____ Phone _____ Relationship _____

Date of Incident _____ Time of Incident _____

Where did it happen? _____

Describe exactly what happened. Use an extra piece of paper if necessary. _____

In case of accident or injury, what was done for the injured person? By whom? _____

Witness Names	Phone Numbers	Addresses

Was the person offered medical assistance? { } Yes { } No

If medical assistance was refused, have the person sign here: _____

If unwilling to sign, note person's comments here: _____

Ambulance Requested { } Yes { } No Time Req. _____ Time Arrived _____ Badge # _____

Police Requested { } Yes { } No Time Req. _____ Time Arrived _____ Badge # _____

Taxi Requested { } Yes { } No Time Arrived _____ Cab company and car no. _____

Were media present? { } Yes { } No Which _____

Your Name _____ Your Position _____ Phone _____

Date _____ Supervisor _____ Supervisor's Signature _____

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