



Incorporated

# R.M. of Frenchman Butte No. 501

POLICY TITLE  Workplace Violence Prevention Policy		ADOPTED BY RM Council Resolution No. 2024-04-10-005 EFFECTIVE DATE April 10, 2024	POLICY NO.  <b>900-09</b>
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended:  Rescinded:	Resolution No.  Resolution No.

## 1.0 POLICY STATEMENT:

- 1.1. The Rural Municipality of Frenchman Butte No. 501 strictly prohibits acts of violence within the workplace. The council and management are committed to:
- 4.1.1. Taking proactive measures to prevent workplace violence.
  - 4.1.2. Investigating reported incidents of violence promptly and thoroughly.
  - 4.1.3. Taking necessary action against individuals who perpetrate violence.
  - 4.1.4. Providing support and assistance to victims of workplace violence.

## 2.0 PURPOSE:

- 2.1. The Rural Municipality of Frenchman Butte No. 501 is committed to providing a safe, violence-free workplace for all employees, contractors, volunteers, and members of the public who interact within our jurisdiction. Recognizing the importance of safety, health, and respect within the workplace, this policy establishes a framework to prevent, address, and respond to workplace violence.

## 3.0 DEFINITIONS:

- 3.1. **Council:** The governing body of the RM of Frenchman Butte No. 501.
- 3.2. **Employee:** Any person employed by the RM, including part-time, full-time, temporary, and casual workers.
- 3.3. **Workplace Violence:** Includes the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe they are at risk of injury.
- 3.4. **Prevention Plan:** A detailed plan outlining measures and procedures to minimize or eliminate the risk of workplace violence.

## 4.0 SCOPE:

- 4.1. This policy applies to all employees of the RM of Frenchman Butte No. 501, including council members, contractors, volunteers, and any person who has a direct or indirect interaction with the operations of the RM.

## 5.0 ZERO TOLERANCE:

- 5.1. The Rural Municipality of Frenchman Butte No. 501 has a zero-tolerance policy regarding workplace violence. Any form of violence within the Municipality's workplaces, whether



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perpetrated by employees, contractors, vendors, visitors, or customers, will not be tolerated under any circumstances.

**5.2. Actions taken by the Municipality in response to workplace violence may include:**

- 5.2.1. Immediate removal of the perpetrator from the premises by security personnel or law enforcement.
- 5.2.2. Disciplinary action against employees involved in workplace violence, up to and including termination of employment.
- 5.2.3. Reporting the conduct of non-employees to appropriate authorities, including law enforcement, as deemed necessary by the Municipality.

**6.0 RESPONSIBILITIES AND OBLIGATIONS:**

**6.1. The Municipality:**

- 6.1.1. Shall undertake reasonable preventative measures to protect all individuals from workplace violence.
- 6.1.2. Is responsible for conducting comprehensive workplace violence risk assessments regularly.
- 6.1.3. Shall develop and implement procedures to mitigate identified risks, ensuring the safety and security of all employees.
- 6.1.4. Commits to providing training on this policy and on recognizing and preventing workplace violence to all employees.

**6.2. Administrators and Council:**

- 6.2.1. Are tasked with enforcing this policy and ensuring all employees are aware of and understand their roles and responsibilities under this policy.
- 6.2.2. Shall communicate the importance of this policy during team meetings and through visible postings within the workplace.
- 6.2.3. Are responsible for ensuring that incidents of workplace violence are managed in a timely and effective manner.

**6.3. Employees:**

- 6.3.1. Must adhere to this policy and participate in training and education sessions related to workplace violence prevention.
- 6.3.2. Are required to report immediately any incident of workplace violence or threats thereof to their supervisor, the Administrator, or the designated person in charge.
- 6.3.3. Are encouraged to participate actively in maintaining a safe and respectful work environment.

**7.0 PREVENTION PLAN:**

- 7.1. **Risk Identification and Assessment:** Conduct regular assessments to identify potential sources of violence within the workplace, including reviewing past incidents and consulting with employees.
- 7.2. **Training and Education:** Provide ongoing training for all employees on recognizing, preventing, and responding to workplace violence, including de-escalation techniques and emergency response procedures.
- 7.3. **Incident Reporting Procedures:** Establish clear, confidential processes for reporting incidents of violence, with no fear of reprisal for those making reports.





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- 7.4. **Response and Investigation:** Implement a procedure for responding to, investigating, and managing incidents of workplace violence, ensuring that appropriate measures are taken to address and resolve incidents.
- 7.5. **Support for Victims:** Provide support and resources for employees affected by workplace violence, including access to counseling services and medical care, if necessary.
- 7.6. **Review and Revision of the Prevention Plan:** Regularly review and, if necessary, revise the prevention plan to address new or evolving risks of workplace violence.

**8.0 IDENTIFICATION OF HIGH-RISK LOCATIONS AND ROLES:**

**8.1. Risk Identification Process:**

**8.1.1.Regular Assessments:** Implement scheduled evaluations to identify evolving risks within the municipality.

**8.1.2.Employee Feedback:** Utilize feedback mechanisms to gather insights from employees about potential high-risk areas and roles.

**8.1.3.Incident Data Analysis:** Analyze incident reports and data to pinpoint trends and areas of concern.

**8.2. High-Risk Locations and Roles Listing:**

**8.2.1.Dynamic Listing:** Maintain an up-to-date list of high-risk locations and roles, recognizing the fluid nature of risk factors.

**8.2.2.Review and Update Protocol:** Establish protocols for the timely update of the high-risk list based on the risk identification process.

**9.0 PREVENTION MEASURES FOR HIGH-RISK SITUATIONS:**

**9.1. Physical Security Enhancements:**

**9.1.1.Lighting and Surveillance:** Implement improved lighting and surveillance systems in identified high-risk areas.

**9.1.2.Access Controls:** Install access control systems to regulate entry into sensitive or high-risk areas.

**9.1.3.Emergency Communication Devices:** Deploy emergency communication devices across the municipality for rapid response.

**9.2. Work Practice Modifications:**

**9.2.1.Scheduling Adjustments:** Modify work schedules to reduce exposure to high-risk situations.

**9.2.2.Buddy Systems:** Introduce buddy systems for roles identified as high-risk to ensure no employee is isolated during critical tasks.

**9.2.3.Cash Handling and Sensitive Situation Procedures:** Develop and enforce specific procedures for tasks such as handling cash or dealing with potentially volatile situations.

**9.3. Specialized Training Programs:**

**9.3.1.De-escalation Techniques:** Provide training on de-escalation techniques specifically designed for employees in high-risk roles.

**9.3.2.Environmental Risk Awareness:** Educate employees on recognizing and mitigating environmental risks associated with their roles.

**9.3.3.Emergency Response Procedures:** Train employees on emergency response procedures tailored to the specific risks of their roles and locations.



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**10.0 TRAINING:**

**10.1.** The Municipality is committed to providing all employees with comprehensive training on this policy and the overall prevention of workplace violence.

**10.2. Training sessions will cover:**

**10.2.1.** The definition and types of workplace violence.

**10.2.2.** The Municipality's procedures for reporting and investigating incidents of violence.

**10.2.3.** Strategies for de-escalating potentially violent situations.

**10.2.4.** The use of personal protective equipment and safety measures, if applicable.

**11.0 REPORTING AND INVESTIGATING WORKPLACE VIOLENCE:**

**11.1.** The Rural Municipality of Frenchman Butte No. 501 adheres to a structured and detailed process for the reporting and investigation of workplace violence incidents. This ensures comprehensive management and resolution of such incidents, prioritizing the safety and well-being of all individuals involved.

**11.2. Reporting Incidents of Workplace Violence:**

**11.2.1. Immediate Reporting:** All incidents or threats of violence must be reported immediately to the Administrator, Foreman, or Personnel Chairperson.

**11.2.2. Safe Location:** Individuals affected by workplace violence should seek a safe location within the workplace to report the incident, utilizing appropriate channels such as their immediate supervisor or the Employee Assistance Program.

**11.2.3. Documentation:** The reporting individual and the Administrator or Personnel Chairperson are responsible for documenting the incident in detail, capturing relevant information including date, time, location, potential witnesses, and the nature of the incident.

**11.2.4. Police Reporting:** The Municipality is responsible for reporting all physical assaults to the police, with other incidents or threats of workplace violence reported as appropriate.

**11.2.5. Incidents Involving Non-Employees:** Incidents of workplace violence involving non-employees will be reported by the Administrator and/or Personnel Chairperson to the individual's employer or other appropriate authority.

**11.3. Investigation Procedure:**

**11.3.1. Initiation of Investigation:** The occupational health and safety committee (OHC), the occupational health and safety representative, or workers (in the absence of an OHC or representative) will conduct investigations into all violent incidents.

**11.3.2. Conducting the Investigation:**

**11.3.2.1. Interviews:** Interviews will be conducted with the complainant/victim, alleged perpetrator(s), and any witnesses with relevant information.

**11.3.2.2. Additional Steps:** The investigation may include any additional steps deemed necessary to fully and fairly investigate the complaint or incident.

**11.3.3. Investigation Outcomes:**

**11.3.3.1. Recommendations for Prevention:** The investigating body will propose corrective actions aimed at preventing similar incidents in the future.

**11.3.3.2. Documentation and Implementation:** The Administrator will document the investigation findings and implement the necessary changes based on the recommendations.





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**11.3.3.3. Informing Employees:** Employees will be informed about the outcomes of the investigation and any changes to policies or prevention plans arising from the investigation.

**11.3.3.4. Re-training:** If changes necessitate employee re-training, such training will be provided to ensure continued compliance with updated policies and prevention measures.

**11.3.4. Report Preparation:** At the conclusion of the investigation, the OHC Chairperson or designated investigator will prepare a comprehensive written report summarizing the findings, including an evaluation of existing policies, procedures, premises, devices, and employee training, along with recommendations to prevent recurrence.

**11.3.5. Council Review and Decision:** The Council will review the investigation report and recommendations, deciding on the appropriate actions to be taken. Both the reporter and the subject of the report will be informed of the outcome.

**12.0 SUPPORT AND RECOVERY MEASURES FOR AFFECTED INDIVIDUALS:**

**12.1. Immediate Support Actions:**

**12.1.1. Medical Care and Crisis Counseling:** Ensure immediate access to medical care and crisis counseling for affected employees.

**12.1.2. Safety and Security Measures:** Implement immediate measures to secure the safety of the affected individuals.

**12.2. Long-term Support and Rehabilitation:**

**12.2.1. Ongoing Counseling and Support:** Provide access to ongoing counseling and support services.

**12.2.2. Work Duty Adjustments:** Make necessary adjustments to work duties or environments to facilitate recovery.

**12.2.3. Reintegration Strategies:** Develop and implement reintegration strategies for individuals returning to work after an incident.

**13.0 NO REPRISAL:**

**13.1.** The Municipality strictly prohibits reprisals against any employee who, in good faith, reports an incident of workplace violence or participates in an investigation.

**13.2.** Any form of retaliation against individuals who utilize this policy will result in disciplinary action, which may include termination of employment for those found responsible for such reprisals.

**13.3.** The Municipality encourages an open and supportive environment where employees feel safe to report concerns regarding workplace violence without fear of reprisal.

**14.0 COMPLIANCE AND MONITORING:**

**14.1.** The RM of Frenchman Butte No. 501 shall ensure compliance with this policy through regular monitoring, reporting, and evaluation of workplace practices related to violence prevention.



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#### **15.0 AMENDMENTS AND REVISIONS:**

**15.1.** This policy and its associated prevention plan shall be reviewed every three years and revised as necessary to ensure ongoing effectiveness in preventing workplace violence.

#### **16.0 APPROVAL AND IMPLEMENTATION:**

**16.1.** This policy is hereby approved by the Council of the Rural Municipality of Frenchman Butte No. 501 and takes effect immediately. All employees are required to comply with the provisions of this policy as a condition of their employment.

#### **17.0 REPEALING:**

**17.1.** This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.

**17.2.** This policy replaces all previous policies and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

**17.3.** This policy shall come into force and take effect on April 10, 2024, and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.





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APPENDIX A: WORKER SURVEY

1.0 GENERAL INFORMATION:

1.1. Have you ever been a victim of violence in this workplace?  yes  no

1.2. If yes, what was the nature of the incident (e.g., verbal threats, hitting, offensive correspondence)?

Four empty horizontal lines for providing details of the incident.

1.3. Who was the offender (e.g., a rate payer, co-worker, contractor)? Provide a name if known.

Four empty horizontal lines for providing the name of the offender.

1.4. Do you feel safe from violence at work?  yes  no If no, why?

Four empty horizontal lines for explaining why the worker does not feel safe.

2.0 LIKELIHOOD OF VIOLENCE:

2.1. Do you think violence is more likely to occur on certain days?  yes  no If yes, why and which days?

Four empty horizontal lines for providing reasons and specific days.

2.2. Do you think violence is more likely to occur at certain times of the day?  yes  no If yes, why and when?

Four empty horizontal lines for providing reasons and specific times of the day.

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2.3. Do you think violence is more likely to occur in certain places?  yes  no If yes, why and where?

Empty response lines for question 2.3.

3.0 VIOLENCE PREVENTION:

3.1. What do you think could be done to minimize the risk of violence?

Empty response lines for question 3.1.

3.2. Are there any situations on the job where you feel particularly vulnerable?  yes  no If yes, what are they?

Empty response lines for question 3.2.

4.0 VIOLENCE PREVENTION TRAINING:

4.1. Have you received workplace violence prevention training?  yes  no If yes, what kind of training did you receive?

Empty response lines for question 4.1.

Submit this survey to your employer or supervisor.

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APPENDIX B: RISK ASSESSMENT CHECKLIST

1.0 POTENTIAL RISK FACTORS	Yes	No	N/A
1.1. Do employees acknowledge others with a friendly greeting, smile			
1.2. Are workers trained to recognize potentially violent situations?			
1.3. Are workers trained to safely handle irate rate payers or contractors, suspicious persons and thieves?			
1.4. Are workers trained on what to do during a robbery?			
1.5. Are workers trained on post robbery procedures (e.g., reporting to police, suspect identification, their right to medical aid without loss of pay)?			
1.6. Do workers know they have a right to medical aid without loss of pay or benefits after a robbery?			
1.7. Do workers have a copy of the most recent version of the policy and know where a copy is located if they need to read it?			
1.8. Are workers informed and retrained when elements of the policy have changed?			
2.0 GENERAL APPEARANCE AND FACILITY SECURITY	Yes	No	N/A
2.1. Are municipal buildings and facilities, including community centers and public parks, properly lit to deter potential violence?			
2.2. Is there clear signage directing to public spaces and indicating areas restricted to employees only?			
2.3. Are there secure entry points for all municipal buildings to control access during non-public hours?			
2.4. Is there a system in place to alert employees of an unauthorized entry into restricted or employee-only areas?			
3.0 EMPLOYEE TRAINING AND AWARENESS	Yes	No	N/A
3.1. Are employees trained to recognize and de-escalate potentially violent situations, especially in scenarios unique to rural settings (e.g., disputes over land use, animal control issues)?			
3.2. Do employees know the procedures for reporting suspicious behavior or safety concerns, especially in areas where cell service may be unreliable?			
3.3. Is there a protocol for emergency communication within the municipality, considering potential limitations in rural communication infrastructure?			
4.0 WORKING ALONE OR IN ISOLATED LOCATIONS	Yes	No	N/A
4.1. Is there a check-in system for employees working alone, especially those in remote areas (e.g., utility workers, inspectors)?			
4.2. Are there safety protocols for employees conducting visits to private properties, such as for inspection or enforcement duties?			
4.3. Do employees have access to emergency signaling devices when working in areas with poor cell phone reception?			





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<b>5.0 HANDLING MONEY AND SENSITIVE INFORMATION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
5.1. Are there procedures in place for safely handling money collected at municipal facilities, considering the increased risk in isolated areas?			
5.2. Is sensitive information, including documents related to residents and municipal operations, securely stored to prevent unauthorized access?			
<b>6.0 COMMUNITY INTERACTION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
6.1. Are there procedures for safely conducting public meetings, considering the potential for contentious issues to escalate?			
6.2. Is there guidance for employees on safely managing interactions at municipal service counters, especially during peak times or when handling disputes?			
<b>7.0 ENVIRONMENTAL CONSIDERATIONS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
7.1. Are there protocols for employee safety during adverse weather conditions, which may be more severe or impactful in rural areas?			
7.2. Is wildlife presence considered in municipal operations and employee training, particularly for those working in natural or isolated environments?			
<b>8.0 TRAVEL AND TRANSPORTATION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
8.1. Are there safe travel protocols for employees who must move between different municipal sites, considering rural road conditions and distances?			
8.2. Is there a system to monitor employee location or status when traveling for work, especially in areas with limited communication options?			
<b>9.0 REGULAR CHECKS OF POLICY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
9.1. Do you conduct risk assessments for violence every three years and revise your policy accordingly?			
9.2. Do you revise your policy when there are significant changes to the workplace design and work procedures?			
9.3. Do you investigate violent incidents?			
9.4. Do you accept recommendations from the OHC, representative and/or workers, take corrective action and update your policy accordingly?			
9.5. Do you provide workers with an up-to-date copy of the policy and retrain them on its revised elements?			
9.6. Do you retrain workers on the revised elements in the policy?			

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**APPENDIX C: WRITTEN CHECK-IN PROCEDURES**

**You will be contacted by:**

<b>They will contact you (circle one):</b>	In person	By telephone	By (other):
<b>They will contact you (circle one):</b>	Every _____ minute	Every _____ hour(s)	At the end of your shift

1. You will call the contact person within five minutes if you were not available at the predetermined check-in time.
2. If your contact person cannot reach you at one of these predetermined times, they will make another attempt within five minutes.
3. If your contact person still cannot reach you after the second attempt, they will do the following (select all that apply):
  - Contact the designated emergency liaison in the RM office.
  - Contact a nearby employee and ask him or her to send someone to your work location if your workplace is in an isolated area.
  - If necessary, call 911 and request help at your location.

**Emergency information:**

In case of an emergency (e.g., fire, flood, or bomb threat) call the following person:

Contact name:

Contact phone number:







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APPENDIX E: VIOLENT INCIDENT REPORT FORM

1. GENERAL INFORMATION:

Date of incident:	Time <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Name of employee:	Job title:
Shift:	Office/Shop/Work Location:
Location of incident (select all that apply): <input type="checkbox"/> Parking lot <input type="checkbox"/> Store <input type="checkbox"/> Boardroom <input type="checkbox"/> Counter/reception area <input type="checkbox"/> Other:	
Type of incident (select all that apply): <input type="checkbox"/> Verbal <input type="checkbox"/> Threat <input type="checkbox"/> Pushed <input type="checkbox"/> Scratched <input type="checkbox"/> Bitten <input type="checkbox"/> Struck <input type="checkbox"/> Other:	
Police called: <input type="checkbox"/> yes <input type="checkbox"/> no	Advised of right to consult a medical professional: <input type="checkbox"/> yes <input type="checkbox"/> no
Medical attention/first aid obtained: <input type="checkbox"/> yes <input type="checkbox"/> no	WCB form completed: <input type="checkbox"/> yes <input type="checkbox"/> no
Please describe the incident:	

2. WITNESS INFORMATION:

Name:	Phone number:
Name:	Phone number:
Name:	Phone number:

3. SUSPECT INFORMATION:

Customer  Current employee  Former employee  Delivery person  
 Other:

Name and contact information of suspect (if known):

Was the suspect involved in previous violent incidents?  yes  no







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**APPENDIX F: SUSPECT & VEHICLE IDENTIFICATION REPORT**

**1. GENERAL APPEARANCE:**

Gender	Age	Height
Weight/build	Hair (colour/type)	Complexion
Race	Scars/marks	Tattoos
Jewelry	Hat	Coat
Shoes	Shirt/tie	Pants/skirt

**2. FACIAL FEATURES**

Hair texture/style Skin/hair colour Shape of eyebrows Shape/size of eyes Shape of nose Mouth/lips Moustache/beard Wrinkles Ear shape/size cheeks Neck/Adam's apple	Include specific features you remember:
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**3. WHAT DID THE SUSPECT SAY?**

**4. TOOL OR WEAPON SEEN?**

**5. VEHICLE:**

Colour:	Make:	Model:
License plate:	Body style:	Damage/rust:
Bumper sticker:	Wheel covers:	Direction of travel:

*AK* *AK*