

Health and Safety Policy

Workplace Violence

Passed: April 26, 2021

1. Policy Statement

Lillooet Area Library Association (LALA) recognizes that violence in the workplace is an occupational hazard and is committed to working with employees to minimize or eliminate the risk of violence inside our libraries. LALA will ensure that workplace violence risk assessments are conducted for each of our libraries, specific policies and procedures are developed, appropriate instruction is provided, and incidents documented and investigated in accordance with WorkSafeBC OH&S Regulation

Purpose

2. LALA is committed to:

- 2.1. Educating employees on how to recognize and safely respond to workplace violence.
- 2.2. Empowering employees to make and act on decisions regarding the risk of violence.
- 2.3. Ensuring all reasonable steps are taken to maintain a safe workplace.
- 2.4. Ensuring all incidents of violence are documented and reported.
- 2.5. Investigating reported incidents in an effective and efficient manner.
- 2.6. Initiating corrective action to prevent future incidents.
- 2.7. Providing necessary support to employees reporting injuries or adverse symptoms as a result of an incident of violence inside our libraries.

3. Scope

This policy applies to all LALA staff and volunteers.

4. Definitions

WorkSafeBC Regulation 4.27

Violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she or they is at risk of injury.

5. Responsibilities

Employer will:

- a) Ensure all supervisory staff are aware of their responsibilities to enforce the violence in the workplace section of the WorkSafeBC OH&S regulation.
- b) Ensure a regular review of the Workplace Violence policies and procedures is conducted.

Employees will:

- a) Be aware of threat response procedures, and library specific emergency plans.
- b) Follow violence procedures and best practices.
- c) Participate in any required training regarding workplace violence prevention practices and procedures.

- d) Report all incidents of violence and other incidents where they believe the potential for violence exists.
- e) Suggest actions to their managers/supervisors that would possibly reduce the risk of violence.

6. Important Safety Reminder

We take great efforts to make sure our libraries are safe for everyone who visits them, and most importantly for our staff who work hard for us every day to provide our customers with the best services possible. Understandably, we cannot control the environment outside of our workplace. We therefore, expect that matters that happen outside of our libraries be handled by first responders and other authorities as appropriate, like the police, given the risks associated.