

Topic: **Workplace Health & Safety**

7.1 Appendix B - Violence and Harassment Procedures: Measures to Control Risks Identified in the Risk Assessments

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Signature of Board Chairperson (and Date):

Preventing Violence and Harassment

It is our mutual responsibility to ensure that we create and maintain a harassment and violence free workplace and address violence and/or the threat of violence from all possible sources.

In cases of violence, not harassment, work refusal is a process under the Occupational Health and Safety Act.

Risk assessment

The CEO/Librarian (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. They review risk assessments annually, as well as when new jobs are created, job descriptions are changed substantially or new workplaces are created.

Specific Workplace Procedures

Procedures to control risks are specific to each branch and form part of the departmental procedures.

Library

- Working Alone
- Cash Handling
- Working with Unstable or Volatile Customers
- Direct Contact with Clients