

## Topic: Workplace Health & Safety

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

Board Motion Number:	24.111
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Attachments:	

Signature of Board Chairperson (and Date):

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#### 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