



Saskatchewan Association  
of Rural Municipalities

## Policy Statement & Prevention Plan

# VIOLENCE PREVENTION POLICY STATEMENT & PREVENTION TEMPLATE

A template for Saskatchewan municipalities

The Workplace Violence Policy & Prevention Plan Template was developed by the Saskatchewan Urban Municipalities Association and the Saskatchewan Association of Rural Municipalities to assist municipalities in meeting their statutory obligations to minimize and eliminate the risks of workplace violence.

*The Saskatchewan Employment (Part III) Amendment Act, 2022* (the “Amendment Act”) requires all employers to develop and implement a written violence policy statement and prevention plan (the “PSPP”) by May 17, 2024. Employers also have a duty to investigate all incidents of workplace violence.

**The PSPP must be created in consultation with the employer’s occupational health and safety committee for workplaces with 20 or more employees (the “OH&S Committee”), occupational health and safety representative for prescribed workplaces or workplaces with 10 or more employees (“OH&S Rep”); or where neither is in place, in consultation with the workers.**

**A workplace risk assessment must be conducted to determine the appropriate actions to eliminate and minimize the risk of violence in the workplace. The template PSPP contains examples of issues municipalities should consider in conjunction with the OH&S Committee, OH&S Rep or workers, as applicable during this risk assessment.**

The *Occupational Health and Safety Regulations*, (the “Regulations”) require the PSPP to identify the worksites where violent situations have occurred or may reasonably be expected to occur, as well as the staff positions that have been or may reasonably be expected to be exposed to violent situations. The risk assessment will assist in identifying these work sites and staff positions. The template PSPP includes placeholders for municipalities to complete based on their particular work sites and positions. More information regarding how to conduct a risk assessment can be found here in the Government of Saskatchewan’s document: [Violence Prevention: An employers guide for developing a policy statement and prevention plan](#).

The PSPP is required to include a procedure to be followed to inform workers of the nature and extent of risk from violence, including disclosure of information about the risk of violence from certain persons as well as to include actions to be taken to minimize or eliminate the risk of violence in the workplace. The template PSPP includes some language regarding this point but each municipality should consider what this would look like from a practical perspective with respect to their individual operations.

The Regulations require training on workplace violence as follows:

- The means to recognize potentially violent situations;
- Procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;

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- The appropriate responses of workers to incidents of violence, including how to obtain assistance; and
  - Procedures for reporting, investigating and documenting violent incidents.

Employees must be credited for time spent completing the training.

The PSPP must be reviewed and, if necessary, revised every 3 years or when there is a change of circumstances that may effect the health and safety of workers. The PSPP must be posted in a physical and/or electronic location that is easily accessible to all employees.

Each municipality should review the template PSPP and revise it to fit their specific needs and consult a legal professional for specific advice as necessary. Please note that each municipality may have special considerations that will need to be addressed, such as unionized workplaces with applicable collective agreement provisions.

## **Rural Municipality of Reno No. 51 Workplace Violence Policy & Prevention Plan**

### **1. POLICY STATEMENT**

Rural Municipality of Reno No. 51 (the "RM of Reno No. 51") is committed to minimizing and eliminating the risk of workplace violence.

RM of Reno No. 51 is committed to providing employees with workplace violence training and taking appropriate corrective action respecting any employee who subjects another worker to violence. Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause.

This policy was created following consultation with RM of Reno No. 51's Occupational Health and Safety Committee.

### **2. APPLICATION**

RM of Reno No. 51's violence policy applies to all persons involved in the operation of RM of Reno No. 51 and prohibits violence by any employee of RM of Reno No. 51, including supervisors and co-workers, Council members, as well as by any person doing business with or for the RM of Reno No. 51.

If the alleged individual committing a violent act is a Council member, please also refer to the Rural Municipality of Reno No. 51 Code of Ethics Bylaw.

### **3. DEFINITIONS**

**"Violence"** is defined in section 3-26(1) of *The Occupational Health and Safety Regulations, 2020*, as:

Violence means injury and, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

**"The Complainant"** is the person who makes the complaint.

**"The Respondent"** is the person who has allegedly committed violence.

**"Worksite"** means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel, municipality sponsored social events and any vehicle or mobile equipment used by a worker in the course of their employment.

### **4. VIOLENCE RISK ASSESSMENT**

RM of Reno No. 51 has conducted a risk assessment in preparation of this policy that considered the following potentials risks:

- Previous incidents of violence in the workplace;
- Situations where employees interact with members of the public;
- Integrity of site security, equipment, and lighting;
- Effectiveness of emergency procedures;
- Procedures used in cash handling; and
- Procedures for releasing contact phone numbers, names and addresses of employees only to authorized individuals.

A workplace violence risk assessment of the above factors must be performed as often as necessary to protect workers and to provide a safe working environment.

When completed, the results of the risk assessment must be provided to the Occupational Health and Safety Committee. This reporting requirement also applies to any repeated risk assessments performed to assess and prevent workplace violence incidents.

The Occupational Health and Safety Committee shall review the risk assessment and approve the safeguards or control.

## **5. VIOLENCE RISK REDUCTION**

RM of Reno No. 51 will further take the following actions to minimize or eliminate the risk of violence in the workplace:

- Ensuring employees have access to appropriate personal protective equipment;
- Reviewing and updating emergency procedures, site security, and applicable administrative processes;
- Upgrading site security equipment when required;
- Arranging for sufficient staff levels to carry out the work safely;
- Training and education so that employees understand the risks and the controls which must be followed for preventing exposure and responding to workplace violence; and
- Monitoring the effectiveness of control measures through safety inspections.

RM of Reno No. 51 recognizes that the following positions are at increased risk of being exposed to a violent situation:

1. Office Staff Position;
2. Operator Position;
3. Maintenance Position
4. Elected Officials

RM of Reno No. 51 further recognizes that there is an increased risk that a violent situation may occur at the following worksites:

1. RM of Reno Office;
2. RM of Reno Shop; and
3. RM of Reno roadways
4. Council Chambers

If an employee is at an increased risk of being subject to violence in the workplace, RM of Reno No. 51 will inform employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. RM of Reno No. 51 will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

## **6. REPORTING WORKPLACE VIOLENCE**

RM of Reno No. 51 encourages all employees to report any incidents of workplace violence **immediately** so that complaints can be quickly investigated.

If an employee believes they have been exposed to violence in the workplace, they should tell any supervisor with whom they feel comfortable or contact the Administrator as soon as possible. If the Administrator is the accused offender, then the written report may be submitted to the Reeve or Deputy Reeve. Employees may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names of any witnesses, the date, time and

location of the incident.

RM of Reno No. 51 will not retaliate against employees for filing a complaint and will not permit retaliation by management employees or co-workers.

Furthermore, no action will be taken against an employee who has made complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

## **7. INVESTIGATION**

Following the reporting of the incident by the employee, an investigation will be undertaken. RM of Reno No. 51 or their designate will investigate.

RM of Reno No. 51 will document incidents of alleged violence, the investigation and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.

In the event of an allegation of violence, the RM of Reno No. 51 has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence including, but not limited to, removing an individual from the workplace.

## **8. CONFIDENTIALITY**

RM of Reno No. 51 will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

In order to protect the safety of the complainant and other staff, RM of Reno No. 51 may place an employee on administrative leave if it is deemed necessary to protect employee safety.

## **9. INVESTIGATION OUTCOMES & REMEDIES**

Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. If it is determined that workplace violence has occurred, appropriate and effective remedial action will be taken. Appropriate action may also be taken to deter any future incidents.

If the alleged perpetrator of violence is a Council member, please refer to the Rural Municipality of Reno No. 51 Code of Ethics Bylaw for the procedure to be followed and available sanctions.

RM of Reno No. 51 will advise the parties of the results of the investigation.

## **10. MEDICAL ASSISTANCE**

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult the worker's physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, RM of Reno No. 51 shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

## **11. TRAINING**

RM of Reno No. 51 is committed to providing a training program for employees that includes:

- the means to recognize potentially violent situations;
- procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
- the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- procedures for reporting violent incidents.

## **12. ACCESS TO POLICY & POLICY REVIEW**

Copies of the policy statement and prevention plan will be made readily available to employees.

This policy shall be reviewed, and revised if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

Date of Policy: June 12, 2024 – Res #2024-123

**Rural Municipality OF Reno No. 51 WORKPLACE  
VIOLENCE POLICY & PREVENTION PLAN**

**ACKNOWLEDGMENT & AGREEMENT - EMPLOYEE**

I, \_\_\_\_\_, an employee of Rural Municipality of Reno No. 51 acknowledge that I have been provided with a copy of the Rural Municipality of Reno No. 51 Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature



**Rural Municipality OF Reno No. 51 WORKPLACE**  
**VIOLENCE POLICY & PREVENTION PLAN**

**ACKNOWLEDGMENT & AGREEMENT – COUNCIL MEMBER**

I, \_\_\_\_\_, a Council member of Rural Municipality of Reno No. 51 acknowledge that I have been provided with a copy of the Rural Municipality of Reno No. 51 Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council member Signature