

Workplace Violence and Harassment

Information and Instruction on Workplace Violence

<i>What the law says</i>	<i>What should the employer do?</i>
<ul style="list-style-type: none"> • Workers must be aware of the employer’s workplace violence policy and program. [section 32.0.5(2)] • The employer and the supervisor both have a duty to provide a worker with information, including personal information, related to a risk of workplace violence from a person with a history of violent behavior if: <ul style="list-style-type: none"> ○ the worker can be expected to encounter that person in the course of his or her work, and ○ the risk of workplace violence is likely to expose the worker to physical injury. [32.0.5(3)(a),(b)] • Employers and supervisors must not provide more personal information than is reasonably necessary to protect the worker from physical injury. [section 32.0.5.(4)] 	<ul style="list-style-type: none"> ☑ Review the contents of the workplace violence policy and program with all employees. ☑ Provide to a worker, information related to a risk of workplace violence from a person with a history of violent behavior if the worker can expect to encounter that person in the course of his or her work and the risk of workplace violence is likely to expose the worker to physical injury. ☑ Not provide more personal information than is reasonably necessary. ☑ Provide additional information or instruction to supervisors if they are going to follow up on reported incidents or complaints of workplace violence. ☑ Identify what information, instruction, or training is needed when a worker is hired and when a worker changes jobs. ☑ Identify how often instruction or training should be repeated.

What do workers need to know?

- Workers need to know how to carry out the measures and procedures that are in place to protect them from workplace violence. Specifically, workers need to know:
 - How to summon immediate assistance,
 - How to report incidents to their employer or supervisor, and
 - How their employer will investigate and deal with incidents, threats, or complaints.

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<i>What the law says</i>	<i>What should the employer do?</i>
<ul style="list-style-type: none"> Workers must be provided with information and instruction on the contents of the employer’s workplace harassment policy and program <p>[OHS s. 32.0.7]</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review the contents of the workplace violence policy and program with all employees.
<i>What do workers need to know?</i>	
<ul style="list-style-type: none"> Some workers may need to be trained to recognize, respond, and/or deal with harassment. Supervisors may need additional information or instruction, especially if they are going to follow up on reports or complaints of workplace harassment. Employers, supervisors, and unions need to be aware of their responsibilities to prevent and address harassment prohibited under Ontario’s Human Rights Code. 	

www.ihsa.ca

21 Voyager Court South, Etobicoke, Ontario M9W 5M7 Canada
 Phone 1-800-263-5024 ■ Fax 416-674-8866