



Violence-Free Workplace POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2019-03-11

Date Last Reviewed or Revised: 2024-05-14

Review Cycle: Every three years by Director, Human Resources

Purpose

Saskatoon Public Library's *Violence-Free Workplace Policy* aims to protect Personnel and Patrons from violence.

SPL recognizes its institutional obligation under [The Saskatchewan Employment Act](#) and [The Occupational Health and Safety Regulations, 2020](#) to provide an environment that does not tolerate violent behaviours, threats, gestures or acts by Personnel and Patrons. SPL is committed to ensuring everyone feels safe and secure in the Library.

Policy Statement

- 1) Saskatoon Public Library, to the best of its ability, prohibits Workplace Violence by Personnel and Patrons by:
 - a) Promoting a violence-free workplace.
 - b) Creating an environment in which employees respect one another.
 - c) Investigating reported incidents of violence in an objective and timely manner.
 - d) Taking necessary action in response to reports of incidents of violence.
 - e) Preparing Personnel to prevent or manage real or potential violent incidents.
 - f) Providing appropriate support for personnel who are victims of Workplace Violence.
- 2) SPL has an obligation to inform Personnel about the nature and extent of the risk of Workplace Violence.

- 3) Personnel share responsibility for creating and maintaining a positive, violence-free work environment.
- 4) Acts of Workplace Violence committed by or against any employee are unacceptable and will not be tolerated.

Roles & Responsibilities

Board

- 1) Approves the Policy, ensuring it is consistent with current Legislation.
- 2) Provides funding for training and education.

Director, Human Resources

- 1) Stays abreast of current Legislation and recommends Policy revisions as required in consultation with Occupational Health Committees.
- 2) Administers and manages the Policy and the Violence Prevention Program in consultation with Occupational Health Committees.
- 3) Ensures appropriate violence-free procedures and guidelines are available to assist Personnel with Workplace-Violence.
- 4) Provides appropriate training to employees to prevent and manage violent incidents.
- 5) Ensures effective reporting and information-sharing mechanisms are established to prevent or handle workplace violence.

Occupational Health Committees

- 1) Participate in identifying and managing health and safety hazards.
- 2) Investigate reports of violent incidents.
- 3) Recommend changes in procedures to improve the management of violent situations.
- 4) Participate in identifying potentially violent situations in the workplace by assisting branches and work units with risk assessments, with the Senior Manager, Security.
- 5) Carry out the other duties as indicated in [The Saskatchewan Employment Act](#) and [The Occupational Health and Safety Regulations, 2020](#).

Directors, Managers & Supervisors

- 1) Ensure that Personnel are familiar with SPL policies, procedures, guidelines and training material regarding the prevention and handling of actual or potentially violent situations.
- 2) Identify potential risks in their areas and strive to eliminate or reduce them.

- 3) Coordinate with employees in multipurpose facilities to develop joint violence prevention strategies when possible.
- 4) Provide support to employees who experience a violent incident including the availability of counselling through the Employee Family Assistance Program.
- 5) Participate in the investigation of workplace violence as required.
- 6) Ensure that incidents of workplace violence reported to them are captured in the Patron Incident Tracking System or through other reporting mechanisms.

Personnel

- 1) Refrain from violent acts.
- 2) Take necessary actions to remove themselves from real or potentially dangerous situations.
- 3) Report incidents of actual or potential violence through the appropriate reporting mechanisms.
- 4) Learn and apply the Violence-Free Policy and Procedure.

Definitions

- 1) **"Board"**: Saskatoon Public Library Board.
- 2) **"Legislation"**: *The Occupational Health and Safety Regulations, 2020 (Saskatchewan)* and *The Saskatchewan Employment Act*.
- 3) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 4) **"Patron"**: Any person other than SPL Personnel using the Library and its services.
- 5) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers.
- 6) **"Policy"**: *Violence-Free Workplace Policy*.
- 7) **"SPL"**: Saskatoon Public Library.
- 8) **"Threat"**: A verbal, written or physical communication intended to intimidate another person, indicate a desire to injure another person, or damage or seize another person's property without consent.
- 9) **"Workplace Violence"**: The attempted, threatened, or actual conduct of a person that causes or is likely to cause injury. It includes threatening statements or behaviour that give SPL Personnel or Patrons cause to believe they are at risk of injury.