

Preventing Workplace Violence

Guideline

Workers' Compensation Board - Alberta recognizes the potential for workplace violence and other aggressive behaviour directed at our employees.

We will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from the potential risks associated with workplace violence and we are committed to providing a healthy, safe, violence free work environment.

An employee who is a victim of workplace violence will be treated with respect and consideration and WCB will support the employee's rights as a citizen by providing immediate medical, emotional or legal assistance as required.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following the procedures set forth for addressing situations involving workplace violence.

Management Responsibilities

- Management will ensure that appropriate procedures are in place to minimize the risk to our employees from violence and that employees are trained in recognizing and responding to situations involving workplace violence.
- Management will inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Management will make certain that every reported incident of workplace violence is investigated and that regular risk assessments are conducted to identify potential areas of improvement.
- Management will maintain the confidentiality of the individual(s) concerned, except where disclosure is necessary for the purposes of investigating the incident or taking disciplinary measures in relation to the incident if discipline is being imposed.

Employee Responsibilities

- Employees are strongly encouraged to attend workplace violence prevention training.
- Employees are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- Employees are required to immediately report all incidents of workplace violence to their Supervisor, Corporate Security or Human Resources.
- Employees are responsible for participating in work site risk assessments and implementing controls and procedures to mitigate the associated risk.