



Toolkit – Sample Workplace Violence Policy

Name of Organization: _____

Policy Name: Workplace Violence Prevention

Date: _____

We recognize that any form of violence causing physical or emotional harm is an occupational health and safety hazard and is unacceptable in the workplace. Through staff awareness, education, and training, _____
(Insert company name here) is committed to minimizing or, to the extent possible, eliminating the risk of violence.

When a new violence risk assessment indicates a significant change to the extent and nature of the risk of violence, the plan shall be reviewed and if necessary, revised. At a minimum of every five (5) years, the violence prevention plan shall be reviewed and as necessary, revised.

This policy applies to all employees, suppliers, contractors, clients and the public who are associated with the organization.

The primary individual responsible for the implementation and ongoing maintenance of the Violence Prevention Program in this organization is: _____ **(insert name)**.

Signed: _____

President/CEO: _____

Date: _____

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The management of _____ **(insert organization name)** is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources. **(The workplace may wish to insert the definition of workplace violence and to list the sources of workplace violence)**

Violent behaviour in the workplace is unacceptable from anyone. This workplace violence prevention policy statement applies to **(list to whom this statement applies, especially if it applies to persons other than workers, such as visitors, residents, delivery persons, volunteers, etc.)**. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence prevention program that implements this policy. It includes measures and procedures to protect workers from workplace violence. **(The workplace may wish to specify and expand upon the components of the workplace violence program here.)**

_____, **(insert company name)** as the employer, will ensure that this policy statement and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy statement and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information and instruction to protect themselves.

Every worker must work in compliance with this policy statement and the supporting program. All workers are encouraged to raise any concerns about workplace violence and are required to report any violent incidents or threats. **(The workplace may wish to provide more information about how to report incidents, and may wish to emphasize that there will be no negative consequences for reports made in good faith.)**

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned as much as possible. **(The workplace may wish to provide more information about how incidents and complaints will be investigated and/or dealt with.)**

Signed: _____

President/CEO: _____

Date: _____

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Policy Subject	Violence Prevention		
Section		Policy #	
Date Issued		Last Review	

The management of **ABC Organization** recognizes the potential for violent acts directed against staff. Management also acknowledges the potential for physical and emotional harm as a result of these violent acts. No forms of violence will be tolerated in the workplace. Every effort will be made to identify possible sources of violence and implement procedures to eliminate or minimize the risks they create.

Approved By:	Approval Date:
Page 1 of 1	Date of Last Revision:

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123 Company acknowledges that violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We view any acts of violence or threats of violence in the workplace as unacceptable. We are committed to working to prevent workplace violence and to responding appropriately if workplace violence does occur. All members of the company are responsible for creating and maintaining a safe environment.

Approved By:	Approval Date:
Page 1 of 1	Date of Last Revision: