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| Policy Number: | 20.105.20 |
| Name: | Violence Prevention Policy |
| Origin: | Human Resources |
| Approved: | May 22, 2001 |
| Approval Process: | Board of Governors |
| Revision Date(s): | November 9, 2004 and every 3 three years and whenever there is a change of circumstances that may affect the health and safety of employees. |

Policy Statement

The University of Regina is committed to minimizing or eliminating the risk of violence to members of the University community. The University recognizes the destructive nature of violence in our society, and its responsibility to educate and inform the University community on violence and violence prevention.

Violence is defined as the attempted, threatened or actual conduct of a person which causes or is likely to cause injury, and includes any threatening statement or behaviour that gives any person reasonable cause to believe that they are at risk of injury (the *Occupational Health and Safety Regulations*, Section 37).

The University of Regina will not tolerate or condone any form of violence and will make every reasonably practicable effort to ensure that no member of the University community is subjected to violence in the University environment. The University will act quickly to investigate or have Law Enforcement Officers investigate any reports of violence, and will take appropriate corrective action where violence is substantiated. The University will also act to minimize the psychological harm done to members of the University community if violence does occur.

This policy applies to all employees of the University of Regina while on University grounds or while performing duties for the University, recognizing that mechanisms are in place to deal with issues of violence with regard to students, volunteers and visitors. Contractors are required to conform to this Policy as part of their contract agreement. Incidents which occur at University sponsored events may be considered under this Policy, if they have a substantial connection to the University.

Harassment and discrimination complaints are dealt with under the University Harassment and Discrimination Prevention Policy.

Violence Prevention Procedures

Risk Assessment:

The University is a large and open community where individuals interact with many other people, increasing the potential for violence. The risk of violence is increased for University community members who:

- a. make or transmit decisions about the financial obligations or academic standing of others.
- b. work directly with money or other valuables.
- c. work or study alone or under other circumstances where they are relatively isolated from the assistance of others.
- d. deal with the public (reception).
- e. provide security services or crisis counselling and intervention services.

The University has a duty to inform employees who are identified as being “at risk” to violence. This includes providing information related to the risk of violence posed by persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work. In order to identify the worksites or employee positions where violence has occurred or may be reasonably expected to occur, Violence Prevention Procedures (Appendix A) and a Violence Risk Assessment Survey (Appendix B), have been developed.

Deans and Directors are responsible for ensuring that a risk assessment is conducted of all work areas under their jurisdiction and that the appropriate prevention measures are implemented. Risk assessments and prevention measures must be updated when there is a change in circumstances that may affect the health and safety of employees. Other responsibilities are outlined in the University of Regina overarching Safety Policy.

Prevention and Training:

Where a risk of injury from violence has been identified by the risk assessment, the Dean, Director or designate is responsible for developing site-specific violence prevention measures which include:

- a. Creating written procedures that include the appropriate response to incidents of violence, procedures for reporting incidents and obtaining assistance.
- b. Identifying and providing any engineering controls or personal protective equipment which would reasonably be required to reduce the risk of violence.
- c. Making any changes to work organization, operating procedures or other administrative arrangements that would reasonably be required to reduce identified risks of violence.
- d. Providing training or information to employees that includes:
 - i) the means to recognize potentially violent situations.
 - ii) procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk.
 - iii) the appropriate responses to employees to incidents of violence.
 - iv) how to obtain assistance.
 - v) procedures for reporting violent incidents.

Training Programs such as the Non-violent Crisis Intervention Program are offered by Campus Security. Other programs can be arranged by contacting Human Resources.

Threat Assessment Team:

In the event of a University emergency involving threats or acts of violence, a Threat Assessment Team will be convened and coordinated by the Vice President Administration. The team will assess the situation, recommend preventative and remedial action and make immediate arrangements to provide counselling and debriefing as required. All threats will be taken seriously.

Reporting:

A supervisor is required to advise employees who are subjected to acts of violence that they should seek medical attention for treatment or referral for post incident counselling. Employees who have been subjected to, or who have observed, acts of violence should also be encouraged to use the services of the Employee Family Assistance Program.

Students who experience or anticipate a violent incident should contact Campus Security for immediate assistance and be referred to Student Affairs for Counselling Services.

Emergency Situations:

The first priority is your personal safety and that of the people around you. Immediately contact the police service at 911 or Campus Security at 4999 for assistance. Provide your location and details of the situation. Inform your supervisor or others around you.

Non-Emergency Situations:

Inform your supervisor and Campus Security at 4999.

All acts of violence should be reported immediately to Campus Security at 4999, and the immediate supervisor or manager. An incident/accident form must be completed and submitted to the Health & Safety Manager within 24 hours of occurrence to ensure the appropriate corrective action measures are implemented and effective. To access the Incident/Accident form, please see the website:

<http://www.uregina.ca/hr/OH&S/Forms/Accident%20form%20Dec%2002.doc>.