



THE UNIVERSITY OF WINNIPEG

PROCEDURE TITLE: Violence Prevention Procedures

EFFECTIVE DATE: May 29, 2018

APPROVAL BODY: University Administration

PROCEDURE PURPOSE

The purpose of these Procedures is to outline the specific actions that will be undertaken by the University to implement the Violence Prevention Policy.

PROCEDURE ELEMENTS

Violence Risk Assessment/Identification:

The University has undertaken an institutional Workplace Violence assessment to better understand how Violence on or around our campus can be minimized and Schedule A attached assesses and documents the following:

- Locations where incidents of Violence have occurred or may occur;
- Positions at greatest risk of Violence; and
- Steps the University has taken to eliminate or reduce the risk of Violence.

The University has instituted a number of measures to eliminate or reduce the risk of Violence based on the institutional Workplace assessment including the following:

- Dedicated guards at specific locations and times as required
- Safe walk/ride (within a zone of one to two blocks of University)
- Downtown Biz safe walk (downtown area)
- Emergency phones (campus grounds)
- Panic buttons



- Security cameras
- Closed circuit TV monitors for messaging
- Emergency response/management plan
- Safe Work Procedures
- Working Alone or in Isolation Policy
- UW Safety Application – Free safety app for the campus community

Supervisors will be oriented/trained with respect to this Policy, with assistance from the Safety Office, and will ensure that department and/or position-focused risk assessments are conducted, as required. These assessments will utilize a risk assessment template and on completion shall be provided to the Safety Office for record-keeping and follow-up purposes. Supervisors, in consultation with the Safety Office shall use the risk assessment results to inform a Violence prevention action plan.

Training/Orientation:

Training will occur at time of hire as part of employee orientation, and include:

- a review of all reasonable risks of Violence in the job/position/responsibilities;
- the history and ongoing issues of Violence in the department or work area; and
- Violence prevention/minimization, safe response, safe work procedures, emergency procedures and incident reporting procedures.

Additional training will be provided to employees in a department or program where specific hazards and risks have been identified.

Duty to Inform:

Where a potential risk of Violence has been identified, the University will advise Supervisors of the nature and extent of the risk. Supervisors will subsequently inform all affected Workers of this potential risk with



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information provided by the Employer. Where the University is aware of persons with a history of Violent behaviour, the University will endeavor to inform in a timely manner all Workers and members of the University community likely to encounter such persons. The University may communicate such information by such means and in such a manner as is appropriate, including by: public address system, email notifications, the University's new Safety application, Social Media, personal contact, University home page updates, and other methods or means as may be developed and implemented under the [University's Emergency Guidelines](#).

Incident Reporting:

The University has multiple means of communication available to Workers for summoning immediate assistance including: phones in offices, laboratories, workshops and worksites, email and text messaging contacts, and, where appropriate panic buttons, a free University of Winnipeg Safety application for iPhones and Android phones, and emergency telephones in public spaces. Individuals are encouraged to familiarize themselves with the existing infrastructure. In the event of imminent bodily harm, individuals should first call 911, and then call Campus Security.

All incidents of Violence must be reported immediately. Reports can be made to a Supervisor, the Safety Office, Campus Security and/or the Winnipeg Police Service. Individuals reporting an incident of Violence will be subsequently asked to complete and submit a Violent Incident Report Form found on the Safety Office webpage. Incidents involving Violence between Workers or initiated by a Worker shall also be reported to Human Resources.

The Director of Campus Security shall in all cases promptly inform the Vice-President, Human Resources, and the Health and Safety Specialist of any incident of Violence, describing any action taken.

Recommendations for additional safety and security measures will be provided to the Vice-President, Human Resources, who shall be responsible for reviewing the recommendations and taking appropriate actions in conjunction with the Vice-President Finance and Administration.



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In some circumstances, Violence in the Workplace may also be considered a Serious Incident. Campus Security or Human Resources will report any Serious Incidents to the Health and Safety Specialist, who will be responsible for making the required report to Manitoba Workplace Safety and Health. The Health and Safety Specialist will also ensure, where required, that the Workplace Health and Safety Committee Co-Chairs are advised, and coordinate any investigation as may be required under Section 2.9.2 of the *Workplace Safety and Health Regulation* in regards to incidents involving Workers. The Workplace Health and Safety investigation will focus on recommendations to the Employer to eliminate or control the risk of similar Serious Incidents in the future. In all other respects, the Employer's investigation will be paramount.

Annual reports are to be provided to the Workplace Health and Safety Committee that shall include the following:

- a) the records of any incidents of Violence to a Worker in the Workplace;
- b) the results of any investigation into an incident of Violence including a copy of:
 - i. any recommendations for control measures, safe work procedures, or changes to the Violence Prevention Policy and/or Procedures;
 - ii. any report prepared under section 2.9 of the Workplace Health and Safety Regulation in respect of such an incident;
 - iii. the control measures, steps and procedures, if any, implemented as a result of an investigation into an incident to eliminate/control subsequent risks of Violence.

Incident Response:

If a report is made to those internal to the University, the following expectations apply:

Supervisors/Security/Health and Safety Specialist:

- a) ensure that the individual making the report is safe, and that the individual be advised to consult their health care provider for



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- appropriate treatment/post-incident counselling;
- b) ensure that the incident is immediately reported to Campus Security and/or Human Resources and/or the Safety Office; and
- c) support the investigation process as required and requested.

Supervisor's initial responsibilities are met upon completion of a) and b) above, and no further action should be taken until further instruction is provided by the Employer.

Security:

- a) to provide an immediate and appropriate response following a preliminary assessment of the report of an incident of Violence or potential incident of Violence. This may require immediate dispatching of security resources who will take appropriate steps in accordance with Security Standard Operating Procedure(s), subject to the nature and scope of the reported Violence or threat of Violence. Their primary objective will be to ensure the safety of individuals, provide any emergency first aid, and to restore order, which may include having violent individual(s) removed from University property;
- b) to immediately notify the Director of Campus Security, who shall take appropriate steps to notify senior management, and to seek advice on convening the University's emergency management or threat assessment team, consistent with the threat of Violence; and
- c) any decision to remove an individual from University property shall be effective immediately, pending review by the Director of Campus Security, Human Resources and the appropriate Administrator in the case of an employee. In the case of a student being removed, the Registrar shall be advised as soon as reasonably possible.

Incident Investigation:

As soon as possible after an incident of Violence has occurred, the



University shall commence an investigation.

Incidents of Violence between Workers or initiated by a Worker shall be investigated by Human Resources. Incidents of Violence involving students or any other individual or group that occurs on University property shall be investigated by the Health and Safety Specialist and/or Campus Security. Investigations shall be completed as soon as possible, and where the incident involves a student, the Registrar shall be notified and consulted.

All incidents of Violence are required to be documented by the University. University-appointed investigators shall interview the individual who reported the incident, as well as any other person(s) they deem relevant to the investigation. The purpose of the investigation is to identify and determine the nature and potential cause of the incident, the area where the incident occurred, and to identify what control measures or steps may need to be taken by the University to respond to or act upon the findings of the investigation. The results of all investigations are to be provided to the Vice-President, Human Resources.

Interference and Retaliation:

No person participating in good faith in an investigation will be subject to any retaliation. Interference with the conduct of an investigation, action or inaction that obstructs the completion of an investigation, or threatened or actual retaliation against any of the parties or witnesses, whether the complaint was substantiated or unsubstantiated, may itself result in disciplinary or other appropriate action available to the University.

Confidentiality:

All members of the University community who are involved in a complaint procedure and those in whom they confide are expected to maintain confidentiality and shall not disclose the name of a complainant, the circumstances related to the complaint, or any personal records or reports other than where the disclosure is:

- i) necessary in order to investigate the complaint;



ii) required in order to take corrective action in response to the complaint; or

iii) required by law.

Personal information that is disclosed in respect of an incident or risk of Violence must be the minimum amount necessary for the purpose of the disclosure.

Breach of the Policy/Procedures:

A breach of this Policy and/or Procedures may result in one or more actions being taken against the non-compliant party including:

- a) employees may be subject to disciplinary consequences up to and including dismissal under any applicable collective agreement or pursuant to applicable University policies;
- b) students may be subject to disciplinary consequences up to and including expulsion under the Student Non- Academic Conduct and Discipline Policy; and
- c) any other person or group could face debarment from the University campus; or
- d) actions for breach of contract, where applicable.

Responsibilities:

The implementation of these Procedures requires the development of necessary training protocols, an inventory of key responsibilities for people in positions of authority over a Worker / student / contractor / volunteer, as well as for Workers/students/contractors/volunteers and others.

ASSOCIATED POLICY

- Violence Prevention Policy

RELATED POLICIES & PROCEDURES



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- Acceptable Use of Information Technology Policy
- Respectful Working and Learning Environment Policy and Procedures
- Sexual Violence Prevention Policy (*under development*)
- Student Non-Academic Conduct and Discipline Policy and Procedures
- Workers Working Alone/in Isolation Policy
- Workplace Health and Safety Policy

RELEVANT DATES

<i>Originally Issued:</i>	<u>Not Applicable</u>
<i>Revised:</i>	<u>Not Applicable</u>
<i>Effective:</i>	<u>May 29, 2018</u>
<i>Scheduled Review:</i>	<u>Fall 2022</u>



Schedule “A” to the Violence Prevention Policy Procedures

The University of Winnipeg campus is located in downtown Winnipeg. The University supports and encourages access by a wide variety of community organizations and individuals who may not otherwise have access to various supports and facilities, such as: computer labs, library, athletic facilities, etc. While the University is committed to maintaining and facilitating open access, it recognizes that the community in which the University is situated experiences a great many challenges which in turn increases the risk of Violence occurring on or around campus.

The types of Violence that are most likely to occur may include:

- Vandalism to University or personal property that involves threats
- Verbal abuse that involves threats
- Assault

Locations associated with the highest risk of Violence exposure may include:

- Outside the perimeter of the campus (getting to and from the University)
- University grounds (getting to and from various University buildings)
- University common areas (computer labs, athletic facilities, parking garages, hallways, etc.)
- University private areas (student residences, etc.)

The positions associated with the highest risk of Violence exposure may include:

- Security guards (contracted services) and Security staff
- Athletic facility attendants and Events Assistants
- Resident Assistants
- Cashiers
- Cleaning personnel (contracted services)
- Physical Plant staff
- Front reception staff
- Employees (staff/faculty) working alone
- Employees working outside of standard working hours