Violence and harassment prevention plan (template)

This template is provided for example purposes. If you choose to use this template, make sure you customize it to your work and work site**.** Note that this template addresses Section 390(1), OHS Code requirements only. There are other requirements in Part 27 of the code. It’s recommended that you include those in your violence and harassment prevention plan as appropriate.

**Employer name:**

**Date:**

**Next scheduled review date:** *(Maximum of three years.)*

**Health and safety committee or representative consulted (if there is one)**: Yes\_\_\_ No\_\_\_ N/A\_\_\_

**Affected workers consulted (if there is no committee or representative)**: Yes\_\_\_ No\_\_\_ N/A\_\_\_

# Required prevention plan content

## Measures the employer will take to eliminate or control violence and harassment hazards:

*(These must comply with all hazard assessment and control requirements in Part 2 of the OHS Code. If you are a retail fuelling outlet or a convenience store, you must also include the controls required in Section 392.2 of the code.)*

*

## Procedures for informing workers about the nature and extent of violence and harassment hazards, including information about specific or general threats that exist or may exist:

## Violence and harassment reporting procedures:

*(These must include procedures for reporting incidents where required under Section 33(1) of the OHS Act.)*

*

## Procedures for investigating complaints and incidents of violence and harassment:

*(These must include your internal complaint resolution process, as well as the investigations requirements of Section 33(6)(a) to (c) of the OHS Act.)*

*

## Provisions to protect the confidentiality of all parties involved in a complaint or incident, except where disclosure is either required by law or necessary to investigate the complaint or incident; take corrective action; or inform involved parties about investigation results and any corrective action taken:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.