Violence prevention procedures (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.

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| **Employer name:** | Date: |
| 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 | |

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| How to get immediate help if there is violence in the workplace: |  |
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| Employer’s procedures for evaluating the nature and extent of violence hazards (including specific, general or potential threats) at the work site: |  |
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| Employer’s procedures for communicating violence hazards to workers, while complying with OHS Code sections 390.1 (c) and (d): |  |
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| Violence reporting procedures: |  |
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| Measures the employer will take to eliminate or control the hazard of violence to workers: |  |
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| Employer’s procedures for documenting, investigating and implementing corrective action: |  |
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| How the employer will inform involved parties about violence investigation results, and the corrective actions (if any) taken to address the incident: |  |
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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.