

VIOLENCE PREVENTION POLICY STATEMENT & PREVENTION PLAN

Town of Coronach Workplace Violence Policy & Prevention Plan

1. POLICY STATEMENT

Town of Coronach (the "Municipality") is committed to minimizing and eliminating the risk of workplace violence. The purpose is to provide a working environment that does not tolerate violent or intimidating behaviours, gestures, or acts within the workplace.

The Municipality is committed to providing employees with workplace violence training and taking appropriate corrective action respecting any employee who subjects another worker to violence. Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. This policy was created following consultation with the Public Work's Staff, Assistant Administrator, and Town Council.

2. APPLICATION

The Municipality's violence policy applies to all persons involved in the operation of the Municipality and prohibits violence by any employee of the Municipality, including supervisors and co-workers, Council members, as well as by any person doing business with or for the Municipality.

If the alleged individual committing a violent act is a Council member, please also refer to the Town of Coronach Code of Ethics Bylaw, Bylaw 3.2018.

3. DEFINITIONS

- a) **"Violence"** is defined in section 3-26(1) of *The Occupational Health and Safety Regulations, 2020*, as:
Violence means the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.
- b) **"The Complainant"** is the person who makes the complaint.
- c) **"The Respondent"** is the person who has allegedly committed violence.
- d) **"Worksite"** means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel, construction zones, Municipality owned lands or buildings, municipality sponsored social events and any vehicle or mobile equipment used by a worker in the course of their employment.

4. VIOLENCE RISK ASSESSMENT

The Municipality has conducted a risk assessment in preparation of this policy that considered the following potentials risks:

- Previous incidents of violence in the workplace;
- Situations where employees interact with members of the public and working by yourself, being isolated from others.
- Effectiveness of emergency procedures;
- Procedures used in cash handling; and
- Procedures for releasing contact phone numbers, names and addresses of employees only to authorized individuals.

A workplace violence risk assessment of the above factors must be performed as often as necessary to protect workers and to provide a safe working environment. When completed, the results of the risk assessment must be provided to the Chief

Administrative Officer. This reporting requirement also applies to any repeated risk assessments performed to assess and prevent workplace violence incidents. Town Council and the Chief Administrative Officer shall review the risk assessment and approve the safeguards or control.

5. **VIOLENCE RISK REDUCTION**

Municipality will further take the following actions to minimize or eliminate the risk of violence in the workplace:

- Ensuring employees have access to appropriate personal protective equipment (PPE);
- Reviewing and updating emergency procedures, site security (video cameras and secure access codes for entry), exterior lighting, and applicable administrative processes;
- Putting up warning displays, signs, and placards;
- Upgrading site security equipment when required;
- Changing the location of workers at different buildings, on equipment, etc on a regular basis;
- Training employees on conflict resolution and how to diffuse situations;
- Arranging for sufficient staff levels to carry out the work safely; and,
- Training and education so that employees understand the risks and the controls which must be followed for preventing exposure and responding to workplace violence

Municipality recognizes that the following positions are at increased risk of being exposed to a violent situation:

1. Chief Administrative Officer;
2. Assistant Administrator;
3. Town Foreman; and,
4. Transfer Site Attendant.

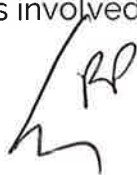
Municipality further recognizes that there is an increased risk that a violent situation may occur at the following worksites:

1. 212 1st Street East- Town Office
2. 243 South Avenue East- Town Shop; and,
3. SW-18-02-26-W2M- Transfer Site.

If an employee or Transfer Site contractor is at an increased risk of being subject to violence in the workplace, the Municipality will inform Transfer Site Contractor/employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. Municipality will disclose any information in its possession related to the risk of violence from persons who have a history of violent behavior and whom employees are likely to encounter in the course of their work.

6. **REPORTING WORKPLACE VIOLENCE**

Municipality encourages all employees or Transfer Site Contractor to report any incidents of workplace violence **immediately** so that complaints can be quickly investigated. If an employee/Transfer Site Contractor believes they have been exposed to violence in the workplace, they should tell any supervisor with whom they feel comfortable or contact the Chief Administrative Officer as soon as possible. If the Chief Administrative Officer is the accused offender, then the written report may be submitted to the Assistant Administrator. Employees/Transfer Site Contractor may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names



of any witnesses, the date, time, and location of the incident.

The Municipality will not retaliate against employees/Transfer Site Contractor for filing a complaint and will not permit retaliation by management employees or co-workers. Furthermore, no action will be taken against an employee/Transfer Site Contractor who has made complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

Never handle a violent situation by yourself. Call 911 in the event of eminent danger to yourself or others.

7. INVESTIGATION

Following the reporting of the incident by the employee/Transfer Site Contractor, an investigation will be undertaken. The Municipality or their designate will investigate. RCMP may be involved if deemed necessary.

The Municipality will document incidents of alleged violence, the investigation, and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.

In the event of an allegation of violence, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence including, but not limited to, removing an individual from the workplace. Where a complaint of external violence is founded, the individual(s) involved may be referred to the RCMP or be banned from the facility for a period of time.

8. CONFIDENTIALITY

The Municipality will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

To protect the safety of the complainant and other staff, the Municipality may place an employee on administrative leave if it is deemed necessary to protect employee safety.

9. INVESTIGATION OUTCOMES & REMEDIES

Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. If it is determined that workplace violence has occurred, appropriate and effective remedial action will be taken. Appropriate action may also be taken to deter any future incidents.

If the alleged perpetrator of violence is a Council member, please refer to the Town of Coronach Code of Ethics Bylaw, Bylaw 3.2018 for the procedure to be followed and available sanctions.

The Municipality will advise the parties of the results of the investigation.

10. MEDICAL ASSISTANCE

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult the worker's physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, The Municipality shall credit the worker's attendance as time at



work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

If a worker sustains an injury, and after seeing a physician, an injury to the Worker's Compensation Board (WCB) form should be submitted. The employer would submit an (E1 Form) and the worker would submit a (W1 Form). The WCB will open a file, collect reports, and make claim benefit decisions under a psychological injury claim.

11. TRAINING

The Municipality is committed to providing a training program for employees that includes:

- the means to recognize potentially violent situations;
- procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
- the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- procedures for reporting violent incidents.

12. ACCESS TO POLICY & POLICY REVIEW

Copies of the policy statement and prevention plan will be made readily available to employees.

This policy shall be reviewed, and revised if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

Date of Policy: June 9, 2026 (Initial Policy 1.0)

Next Update: June 9, 2029



Appendix "A"
Resolving a Threat of Violence

INTERNAL THREAT/ ACT

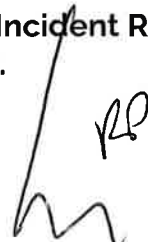
Employees who feel that a threat of violence has occurred should, wherever possible, first try to resolve the situation by taking the following action:

1. Get to a safe space as soon as possible. Inform the Foreman, Chief Administrative Officer, or the Assistant Administrator. Fill out a Violent Incident Report Form (See Appendix B).
2. When one of the people listed above receives the complaint, and in consultation with the Administration Town Council Committee, they must investigate the threat of violence in conjunction with the RCMP (if deemed necessary).
3. The investigation must include an interview with the employee reporting the threat of violence, the employee making the threat, and any witnesses or others having pertinent information. The Chief Administrative Officer (or designate) informs the employee making the threat aware of the reported incident and allows the employee to provide his or her perspective.
4. The Manager (or designate) must act immediately by informing the employee making the threat that any violence or threat of violence is unacceptable and will not be tolerated and appropriate follow-up action will be taken which may include discipline.
5. If the threat of violence or the emotional state of the employee making the threat suggests imminent danger to employees or Town property, separate the person from the workplace and call the Coronach RCMP Branch.

EXTERNAL THREAT

If a threat of violence is made by a member of the public or contractor to an employee:

1. Remove yourself if there is an immediate threat of violence.
2. Interrupt the conversation firmly but politely, advising the person that you will not accept abusive treatment and, if necessary, you will terminate the conversation and ask the person to leave the building, or work area.
3. If the behavior persists, terminate the conversation. Ask the person to leave the building or work area. Remove yourself from the scene.
4. Inform your manager/supervisor of the incident as soon as possible. If the person does not agree to leave, immediately advise your manager/supervisor of the incident, including your assessment as to whether the person poses a physical threat.
5. If, in your opinion, the person poses a physical threat, call 911. Do not return to your workstation. Ensure your manager/supervisor or designate is aware of the status of the situation.
6. After the incident is dealt with, the Workplace Violence Incident Report must be completed and sent to the Chief Administrative Officer.



PROCEDURES FOR RESOLVING VIOLENT SITUATIONS***Assume Control of the Situation***

1. Remove all unnecessary bystanders.
2. Separate the offender from the scene.
3. Do not engage any bystanders to gather information.
4. Leave your door open.
5. If possible, allow both of you to have access to escape.
6. Keep calm.

Engage the Offender

1. Make eye contact.
2. Do not touch the offender.
3. Avoid being judgmental.
4. Do not ask them why they are angry (this may agitate them more).
5. Focus on the "here and now".
6. Keep them talking.
7. Use slow movements and a calm voice.
8. Do not tell them you are feeling overwhelmed.
9. Show your concern.
10. Do not try to disarm the offender. Wait until you have gained their trust and then ask them to set the weapon down; if they refuse, do not push any further.
11. Explore solutions to their problems.

PROCEDURE FOR WORKING ALONE

1. All employees are required to work alone, time to time, as part of their job duties are to be informed of the above hazards/risks and restrictions related to their specific job duty.
2. All employees required to work alone as part of their job duties are to be made aware of, and required to follow, all Safe Job Procedures as per the Town of Coronach Safety measures that relate to their specific job duties. This includes the proper selection and use of Personal Protective Equipment.

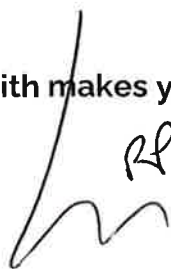
Procedures: Employees are to perform a pre-trip vehicle inspection to ensure their mode of transportation is in safe working order.

- o Employees must check in at the workplace before beginning their shift and every half an hour (30 minutes), where applicable.
- o Employees who are working alone or in isolation are required to have a radio or cell phone with them at all times.

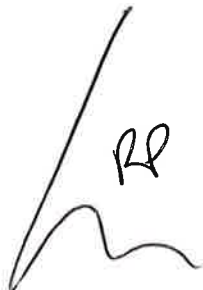
3. All employees required to work alone as part of their job duties are to receive yearly training on the proper use of the 2-way radio system, including proper channel selection and using the radio in the phone mode. This training is to be arranged by the Town Public Works Foreman.

TIPS FOR WORKING ALONE

1. Plan emergency exists. Know about safe places and locations.
2. When you enter an office or meeting place alone, be aware of your surroundings.
3. Trust your instincts. If someone you work with makes you uncomfortable, discuss the situation with a co-worker you trust.



4. If you are suspicious of people hanging around or strange phone calls, notify the Coronach RCMP Branch at 306-267-1830.
5. While another co-worker is present, check that all doors are locked and that washrooms and storage rooms are empty.

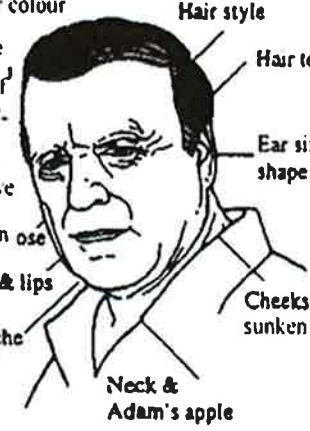


VIOLENCE INCIDENT REPORT FORM: APPENDIX "B"

Violent Incident Report Form	
1. General Information	
Date of Incident	Time ☐ a.m. ☐ p.m.
Name of Complainant	Complainant's Job Title
Complainant ID	Division _____
Exact Location of Incident	
Type of Violent Incident ☐ Verbal ☐ Written/Text ☐ Physical Contact ☐ Gesture ☐ Other (please describe) _____	
Police Called?	Advised to Consult a Doctor or EFAP?
☐ Yes ☐ No	☐ Yes ☐ No
Medical Attention Required?	Workplace Injury Report Form Completed?
☐ Yes ☐ No	☐ Yes ☐ No
Investigation Conducted?	Human Resources – Safety Coordinator called?
☐ Yes ☐ No ☐ In Progress	☐ Yes ☐ No
Immediate Action Taken after the Event	
2. Information About the Suspect	
☐ Customer ☐ Ex-Employee ☐ Delivery Person ☐ Contractor ☐ Other (specify) _____	
Name of Suspect _____ ☐ Unknown	
Work Division or Home Address _____	
3. Other Information	
Has the suspect been involved in previous violent incidents? ☐ Yes ☐ No	
Will measures be taken to prevent a recurrence? ☐ Yes ☐ No	
Please provide any information that you think is relevant	



Suspect and Vehicle Identification Report Form

General appearance				Facial appearance		
Sex ☐ Male ☐ Female	Age	Height	Weight	Race		
Hair (Colour/style)				Hat (Colour/type)		
Eyes (Glasses)				Coat		
Complexion				Shirt		
Jewellery				Trousers		Below, print those specific facial details that you definitely remember
Scars/marks				Shoes		
Tattoos				Tie		What did the suspect say?
				Tool or weapon seen		

Vehicle						
						
Colour	Make	Model	Licence	Body style	Damage/rust	Antenna 1
Bumper sticker		Wheel covers		Direction of travel		

RP



Box 90, Coronach, SK S0H0Z0

**TOWN OF CORONACH WORKPLACE
VIOLENCE POLICY & PREVENTION PLAN**

ACKNOWLEDGMENT & AGREEMENT - EMPLOYEE

I, _____, an employee or Transfer Site Contractor of TOWN of CORONACH acknowledge that I have been provided with a copy of the TOWN of CORONACH Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee or Transfer Site Contractor
Signature



Box 90, Coronach, SK S0H0Z0

**TOWN OF CORONACH WORKPLACE
VIOLENCE POLICY & PREVENTION PLAN**

ACKNOWLEDGMENT & AGREEMENT – COUNCIL MEMBER

I, _____, a Council member of the TOWN of CORONACH acknowledge that I have been provided with a copy of the TOWN of CORONACH Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council member Signature