

Workplace Violence Prevention Policy

Policy Type: Corporate

Policy Owner: Vice President, Finance and Administration, and Applied Research

Approval Date: April 14, 2025

Replaces: Version 2022

Initial Year of Issue: 2015

Corresponding Procedures:

- Workplace Violence Prevention Procedure
 - Procedures for Student Misconduct
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Purpose

To define Cambrian College's commitment to provide a safe and respectful environment and to encourage a culture where all community members act with respect and dignity.

Scope

This policy applies to college members, including employees, students, contractors, tenants, and visitors including volunteers when on college property or while conducting or participating in college business at any location, including virtually. This policy also applies to situations arising from college business and of domestic violence where such violence threatens to intrude on the workplace. Further, it addresses a wide range of high-risk or behaviours of concern which conflict with the College's values and [Code of Conduct](#).

Definitions

Behaviours of concern: Actions or behaviours either individually or collectively observed in individuals who were later involved in violent incidents. These include, but are not limited to, aggressive, abusive, or intimidating behaviours, harassment, threats, obscene acts, and other socially unacceptable and disruptive behaviours.

Domestic violence: is a pattern of behavior used by one person to gain power and control over another with whom he/she has or has had a personal relationship.

It may include physical violence, sexual, emotional and psychological intimidation, verbal abuse or manipulation, stalking, and the use of electronic devices to harass and control.

Weapon: anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

Workplace violence: the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause injury to that worker; and, a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker ([OHSA](#)).

Policy Statements

1. All college members share the responsibility to create and maintain a safe and respectful college environment free from violent behaviour.
2. Violence is not tolerated at the College.
3. In accordance with the Criminal Code of Canada, Firearms Act, 1995 and associated regulations, no person, while on property controlled, leased or owned by Cambrian College, shall store, use, or carry a weapon with the following exceptions:
 - a. Ceremonial knives carried or used to meet religious obligations.
 - b. Small folding or utility knives used solely for a lawful purpose that are not brandished or worn in such a manner as to cause alarm; and
 - c. Police Officers, Peace Officers or licensed security guards carrying issue weapons in the performance of their duties.
4. All reports of violent incidents or behaviours of concern are taken seriously, investigated and responded to, according to appropriate procedures and policies where relevant.
5. Individuals who commit such acts may be subject to disciplinary action, criminal penalties, or both.

6. The College is committed to providing training and education on violence prevention.
7. The Workplace Violence Prevention Policy will be reviewed annually and made available to all College members, as required under the Occupational Health and Safety Act. For continual improvement, the associated procedure will be reviewed and updated as required.

Responsibilities and Accountabilities

Vice President Finance and Administration, and Applied Research is responsible for:

- Ensuring the development, review, and availability of this policy.

College Administrators are responsible for:

- Ensuring that their employees have received the appropriate training or education on domestic violence and violence prevention.
- Creating and maintaining a work environment that encourages collegiality, cooperation, and professionalism.
- Assessing the risk of workplace violence that could arise from the specific nature of the workplace or function within their area of responsibility as often as necessary and identifying necessary controls, work practices, and support to mitigate these risks.
- Receiving and documenting reports of concerns and/or violent incidents and acting upon them in a timely manner, ensuring proper resolution of issues, and for higher risk situations, and ensuring referrals are made to the appropriate advisory group.
- Taking all reports of violence or concerning behaviour seriously.
- Taking every precaution reasonable in the circumstances for the protection of the worker when aware, or when ought to reasonably be aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace.
- Reporting incidents, as required, to Public Safety.
- Addressing problem behaviours within their area of responsibility promptly and directly, reinforcing the College's accepted standard of workplace behavior and progressive discipline actions.
- Referring any individual involved in an act of violence to appropriate supports (e.g. EAP, counseling, victim services).

Manager, Public Safety and Residence Operations is responsible for:

- Managing the operationalization of this policy and its associated Workplace Violence Prevention Procedure.

College members are responsible for:

- Being familiar and complying with the requirements of this policy and its associated Workplace Violence Prevention Procedure.
- Fulfilling the responsibilities as identified within the Workplace Violence Prevention Procedure.
- Seeking assistance if required to resolve issues to prevent escalation.
- Participating and cooperating fully in an investigation, if an incident of violence occurs.
- Availing themselves of training and educational opportunities, identified as appropriate by their supervisor.
- Attending the appropriate training as required by their supervisor.

Director, Human Resources is responsible for:

- Receiving, reviewing, and assessing reports of staff members who are threatening harm to themselves or others, displaying violent actions, or displaying behaviours of concern.
- Consulting immediately with Public Safety Services as required.
- Supporting an intervention and response plan aimed at mitigating risks identified.

Faculty Members are responsible for:

- Ensuring students are aware of key policies, specifically [Code of Conduct](#), [Student Rights and Responsibilities](#), [Workplace Violence Prevention](#), and [Sexual Assault and Sexual Violence](#).
- Addressing behaviours of concern within the learning environment promptly and directly.
- Reporting behaviours of concern to their supervisor.

Public Safety Staff are responsible for:

- Ensuring that emergency services are contacted as required.
- Responding to requests for assistance using non-violent crisis intervention techniques.
- Reporting all violent incidents to the Manager, Public Safety immediately.
- Maintaining records of all incidents of workplace violence reported to them.
- Providing Public Safety support systems and assistance, such as escorting a college member to their vehicle, when requested.

Procedures/Forms

- Workplace Violence Prevention Procedure
- Procedures for Student Misconduct

Related Policies

- [Code of Conduct Policy](#)
- [Harassment and Discrimination Policy](#)
- [Student Rights and Responsibilities Policy](#)
- [Sexual Assault and Sexual Violence Policy](#)

References

- [The Occupational Health and Safety Act, RSO 1990, c. 0.1 Ontario](#)