



# Workplace Violence Prevention Procedure

**Approved By:** Vice President, Finance, Administration, and Applied Research

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**Replaces:** Version 2025

**Corresponding Policy:** [Workplace Violence Prevention Policy](#)

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## Purpose

To provide guidelines, responsibilities, and actions to be taken related to Workplace Violence Prevention at Cambrian College (“the College”).

## Scope

This 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 procedure 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 they have or have 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](#)).

## Operating Procedure

### 1. Acts of Violence or High-Risk Behaviour

Acts of violence or high-risk behaviour may include but are not limited to:

- a. Verbal threats: making direct or indirect threats of harm.
- b. Intimidation: using body language, gestures, or actions to instill fear or dominate others.
- c. Bullying: repeatedly targeting someone with hostile or demeaning behavior.
- d. Intoxication at work: being under the influence of alcohol or drugs while on the job.
- e. Possession of illegal substances: bringing drugs or alcohol into the workplace.
- f. Erratic behavior: displaying unpredictable or impaired behavior due to substance use.
- g. Extreme emotional distress: displaying signs of severe stress, anger, or depression that could lead to harmful behavior.
- h. Isolation: withdrawing from colleagues and refusing to communicate or seek help.
- i. Threats of self-harm: expressing intentions to harm oneself.
- j. Bringing weapons to work: carrying firearms, knives, or other weapons into the workplace.
- k. Using tools as weapons: misusing workplace tools or equipment to threaten or harm others.

### 2. Report and Response

- 2.1. College members are expected to report all acts of violence or high-risk behaviour

during a college-approved activity on or off college property.

If you experience or witness violence or concerning behavior:

- a. Ensure your safety – Remove yourself from danger if possible.
- b. Call for help – Contact Public Safety at ext. 7911 or 911 for immediate threats.
- c. Report the incident – Inform your professor, supervisor, or Public Safety.
- d. Follow up – Cooperate with any investigations and seek support if needed.

2.2. Public Safety will respond and investigate the following:

- a. For all cases of workplace violence, a Public Safety Incident Report (SIR) form will be completed. All workplace violence related SIR forms will be forwarded to:
  - For students – Dean/Chair and Registrar
  - For college employees – Supervisor and Director, Human Resources

2.3. The administrative/academic supervisor is responsible for contacting the complainant or reporting party within 48 hours, advising them of the initial status of the incident. As the status changes, they must continue to provide updates to the those involved in the incident in a timely manner.

2.4. Anonymous complaints may be submitted to Public Safety and will be reviewed accordingly. Suitable action will be taken on the information and evidence provided.

2.5. Privacy legislation permits information sharing under circumstances that would reasonably affect the safety of any person.

2.6. No reprisals will be taken against any individual who makes a report in good faith. However, if a report is made vexatiously or for vindictive purposes, discipline may ensue.

2.7. All reports of violent or other high-risk behaviour will be taken seriously and these incidents will be investigated.

2.8. If, after an investigation is complete, an act of workplace violence is deemed to have occurred, the incident information will be forwarded to the Joint Occupational Health and Safety Committee for review and recommendations, as appropriate.

### **3. Consequences/Sanctions**

- 3.1. Consequences appropriate to the violation will be applied, up to and including, termination of employment or suspension or expulsion from college programs, courses and activities. Determining what actions will be taken will depend on the context and level of risk of the incident.
- 3.2. Unlawful activities as defined by the Criminal Code will be reported to, and investigated by, the Police. (e.g. acts or threats of violence, possession of weapons, domestic violence). The College may apply sanctions separate from those applied by the Police.
- 3.3. Weapon-related offences will automatically result in police involvement and immediate suspension from the College.
- 3.4. Any community members who could be affected by the sanction imposed must be notified. This may include public safety, residence management, or the complainant. The supervisor is responsible for making all appropriate notifications.

### **4. Training**

- 4.1. During orientation, new employees will be made aware of the College's commitment to violence prevention, including their role and responsibilities in the Violence Prevention Program.
- 4.2. Appropriate education and awareness will be made available to all college employees.

### **5. Workplace Violence Risk Assessment**

- 5.1. The Public Safety Office will coordinate the completion of a Workplace Violence Risk Assessment of the College, as needed.
- 5.2. The results of the risk assessment will be shared with respective administrators and the Joint Occupational Health and Safety Committee.

### **Related Policies**

- [Workplace Violence Prevention Policy](#)

## References

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