



OSTA

Ottawa Student
Transportation
Authority

Health and Safety – Violence in the Workplace

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Policy Code – Version: H17 – V1	
Policy Name: Health and Safety – Violence in the Workplace	
Re-Approved by motion of Board on	13/11/2017
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Cross Reference	
Occupational Health & Safety Act R.S.O. 1990; H14 – Respectful Workplace; H16 - Workplace Harassment	
Related Forms	

Policy Statement

1. The Ottawa Student Transportation Authority is committed to the prevention of workplace violence and promoting a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.
2. This policy applies to all work activities that occur while on Ottawa Student Transportation Authority premises, or while engaging in workplace activities or workplace social events.
3. Workplace violence will not be tolerated from anyone with whom Ottawa Student Transportation Authority employees may interact in the course of their employment.
4. The Ottawa Student Transportation Authority is committed to taking all precautions reasonable to protect employees where it becomes aware, or ought to be aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace.

5. The Ottawa Student Transportation Authority is committed to develop and maintain a program to implement this policy with respect to workplace violence, and to meeting the requirements of the Occupational Health & Safety Act.

Procedure

1. **DEFINITIONS:**

Workplace includes:

- a) The physical office where the individual is customarily employed.
- b) All other places which result from employment responsibilities or employment relationships, including Board or committee meetings, locations at work-related social functions, work assignments outside the office/school which includes attendance at school or public meetings, conducting route or school audits, operator facilities, work-related conference or training sessions, and work-related travel.
- c) The online or virtual workplace which includes social media such as email, text, Facebook, Twitter, Instagram, and other social media forums.

Workplace Violence means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
 - b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
 - c) A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker.
2. The General Manager/CAO is to ensure that a copy of this policy is posted in a conspicuous place in the offices of the Ottawa Student Transportation Authority.
 3. The General Manager/CAO is responsible for ensuring that all employees are made aware of:
 - a) The existence of this policy and the issues addressed herein.
 - b) The existence of supporting procedures issued under this policy.
 - c) Identified potential or actual risks of violence and measures available to prevent and respond to such risks.
 4. The General Manager/CAO is authorized to issue such procedures as may be necessary to implement and support this policy, which shall include, without limitations, procedures regarding:

- a) The conduct of assessments (and re-assessments) of the risks of workplace violence and measures to control such risks;
- b) Reporting mechanisms and other measures available to prevent and respond to violent incidents;
- c) Measures available to protect workers from domestic violence;
- d) The duty to provide information, including personal information, related to a risk of workplace violence.