

<b>PROVINCE OF NEW BRUNSWICK</b> <b>ADMINISTRATION MANUAL SYSTEM</b>		<b>AD – 2708</b>
<b>Section</b>  <b>STANDARDS AND APPLICATION OF HEALTH AND SAFETY</b>	<b>Subject</b>  <b>Prevention of Workplace Violence</b>	

## 1. INTRODUCTION

The Government of New Brunswick (GNB) is committed to the prevention of workplace violence and to taking every reasonable precaution to provide a safe, secure and violence-free work environment.

To do this GNB will:

- assess the risks for workplace violence;
- implement measures to mitigate risks identified in the assessment;
- provide training to employees and managers;
- respond to incidents and complaints of workplace violence; and
- develop and implement codes of practice.

Every employee has the right to work in, and a responsibility to contribute to, a violence-free workplace.

## 2. APPLICATION

This policy applies to all employees in Parts I, II and III of the New Brunswick Public Service. Where applicable, this policy also applies to volunteers, contractors, fee for service individuals, those governed under medical staff bylaws, and clients.

## 3. AUTHORITY

[Financial Administration Act](#), Section 6  
[New Brunswick Regulation 91-191](#), under the [Occupational Health and Safety Act](#) (O.C. 91-1035)  
Board of Management Minute 19.0033

## 4. SCOPE

This policy covers actual, attempted or threats of physical force as well as threatening statements or behavior that gives an employee reasonable cause to believe they are at risk of injury in GNB workplaces or work-related locations where the business of GNB is being carried out. The workplace includes and is not limited to: the physical work site or building, washrooms, lunch rooms and eating areas, designated smoking areas on site, meeting rooms, training sessions and conferences, business travel, work related gatherings, the client's home, employee's home office or virtual worksites, vehicles, any physical or virtual workplace where an employee conducts business on behalf of the Government of New Brunswick. The workplace may extend to events outside of work hours depending on the nature of the event.

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## 5. POLICY STATEMENT

- GNB is committed to preventing and addressing work-related violence, including sexual violence, intimate partner violence and domestic violence that may possibly expose a worker to physical injury in the workplace.
- All employees share responsibility for contributing to a violence-free workplace.
- The goal of workplace violence incident response and investigation is to correct identified issues or mitigate risk, restore positive and productive work environments and prevent similar incidents.

## 6. DEFINITIONS

### 6.1 Workplace Violence

As defined in [New Brunswick Regulation 91-191](#) under the [Occupational Health and Safety Act](#), workplace violence means the attempted or actual use of physical force against an employee, or any threatening statement or behavior that gives an employee reasonable cause to believe that physical force will be used against the employee, and includes sexual violence, intimate partner violence and domestic violence that occurs in the workplace.

### 6.2 CEO

CEO means a Chief Executive Officer or designate and includes Deputy Ministers (Part I), Superintendents of Schools (Part II); Chief Executive Officers of Regional Health Authorities (Part III).

### 6.3 Manager

A manager is any person who is responsible for employees, has responsibility for delegating work and includes, supervisors, directors, principals of schools, nurse managers, facility managers and all appropriate persons in the chain of command within the organization.

### 6.4 Employee

Includes any full-time, part-time, casual, temporary, seasonal, or contract employee in Parts I, II and III of the New Brunswick Public Service. Also, any volunteer, student or intern worker providing services to the Government of New Brunswick.

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## 7. RISK ASSESSMENT

Every GNB workplace must assess the risk of workplace violence that may arise from the nature of the workplace and types or conditions of work to determine the need to implement or enhance reasonable control measures.

- The [workplace violence risk assessment](#) shall consider:
  - the location and circumstance in which the work is carried out;
  - the risk that may arise out of or in connection with an employee's work; or sexual violence, intimate partner violence or domestic violence occurring at the place of employment;
  - the categories of employees at risk, or the types of work that place employees at risk of experiencing violence;
  - the possible effects on the health or safety of employees who are exposed to violence at the place of employment; and
  - all previous incidents of violence at the place of employment; and incidents of violence in similar places of employment.
- Risk assessments will be reviewed and updated where there is a change in conditions at the place of employment or when ordered to do so by an officer of WorkSafeNB.
- Risk assessments will be reviewed and updated at a minimum every three (3) years.
- The employer will consult with the appropriate local Joint Health and Safety Committee (JHSC) or health and safety representative in assessing the risk of violence.

## 8. CODE OF PRACTICE

- All GNB workplaces must develop [a code of practice](#) that sets out the actions and measures to mitigate the risk of violence at the workplace and ensure the health and safety of employees to the extent possible.
- Codes of practice must consider risk(s) of violence identified in the assessment.
- Codes of practice must be reviewed annually in consultation with the JHSC.
- Codes of practice must be updated when there is a change in conditions at the workplace or when ordered to do so by an officer of WorkSafeNB.

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## 9. ROLES AND RESPONSIBILITIES

### 9.1 Employees

Employees will:

- contribute to a violence-free workplace;
- complete training on this policy and safe work procedures offered by the employer;
- comply with safe work procedures and codes of practice to control the risk of workplace violence;
- be aware of warning signs and behaviors that could warrant intervention and respond accordingly;
- report any observed workplace hazards, or situations that could increase or contribute to the risk of violence to the manager;
- report violent criminal behavior or imminent threat to appropriate authorities;
- cooperate with all workplace parties including the Joint Health and Safety Committee/health or safety representative towards the prevention of workplace violence;
- be aware of the Employee and Family Assistance Program (EFAP) and services available; and
- ensure confidentiality is respected.

### 9.2 Managers

In addition to the responsibilities as an employee, a manager will:

- advise employees about this policy and potential workplace risks and provide information on safe work procedures, codes of practice and incident reporting procedures;
- report violent criminal behavior or imminent threat to appropriate authorities;
- be aware of warning signs and behaviors that could warrant intervention and respond accordingly, and when observed, immediately inform senior management;

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- ensure a risk assessment is completed and documented for each workplace;
- ensure a code of practice is developed and implemented for each workplace;
- respond immediately to, and document reports of, all workplace violence incidents and complaints ([Appendix A](#));
- report incidents of workplace violence resulting in injury in accordance with the [Occupational Health and Safety Act](#) requirements;
- ensure the process of incident reporting and incident investigation are followed;
- ensure an incident investigation is conducted and report findings with a recommendation to the CEO or designate;
- review reports of violence and/or threats in the workplace and, where necessary, develop plans to mitigate risk in the future;
- ensure staff are aware of the Employee and Family Assistance Program (EFAP) and services;
- ensure confidentiality is respected;
- escalate issues that have not been resolved to next level of supervision; and
- take every reasonable precaution in the circumstances for the protection of employees from workplace violence.

### 9.3 Chief Executive Officers or Designates

A CEO or designate will:

- be responsible for the implementation and administration of this policy;
- ensure managers and employees receive information and instruction on this policy, and their duties and responsibilities;
- ensure managers conduct workplace violence risk assessments to identify potential workplace violence hazards and that codes of practice are developed;
- ensure the mechanisms under the GNB [AD-1951](#) Policy on Security are enacted where appropriate;

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- involve appropriate government, regulatory, law enforcement and community stakeholders in the response to incidents of workplace violence;
- ensure records of incidents of workplace violence are maintained. Submit the number and type of workplace violence incidents to the Department of Finance and Treasury Board annually; and
- ensure confidentiality is respected.

#### **9.4 Human Resources**

Human Resources representatives for the respective workplace will:

- provide general information to employees and managers about this policy; and
- arrange debriefing sessions for staff as required.

### **10. POLICY VIOLATION**

Employees found to have violated this policy will be subject to the appropriate disciplinary measures up to and including dismissal.

### **11. TRAINING**

- All GNB employees must complete Prevention of Workplace Violence training. New employees must complete this training as part of orientation.
- All GNB managers must complete:
  - Prevention of Workplace Violence training
  - Prevention of Workplace Violence training for Managers.
- Records of employee training shall be maintained by the employer.
- The employee performance evaluation shall include a requirement for annual review of the Prevention of Workplace Violence Policy.

### **12. PRIVACY & CONFIDENTIALITY**

Personal information required pursuant to this policy will be collected, used, retained, and protected by parties in accordance with the [Right to Information and Protection of Privacy Act](#), and shall be limited for purposes of the investigation of the incident and corrective measures required.

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**13. REFERENCES AND RELATED INFORMATION**

[New Brunswick Regulation 91-191](#) under the [Occupational Health and Safety Act](#), Part XXII.I  
Violence and Harassment Codes of Practice.

[AD-1951](#) Policy on Security

[AD-2913](#) Respectful Workplace

[GNB Intranet – Prevention of Workplace Violence](#)

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Appendix A

[Violent Incident Report Form](#)