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<b>PROCEDURE TITLE:</b>	<b><u>Violence Prevention Procedures</u></b>
<b>EFFECTIVE DATE:</b>	<b><u>May 29, 2018</u></b>
<b>APPROVAL BODY:</b>	<b><u>University Administration</u></b>

The purpose of these Procedures is to outline the specific actions that will be undertaken by the University to implement the Violence Prevention Policy.

**Violence Risk Assessment/Identification:**

The University has undertaken an institutional Workplace Violence assessment to better understand how Violence on or around our campus can be minimized and Schedule A attached assesses and documents the following:

- Locations where incidents of Violence have occurred or may occur;
- Positions at greatest risk of Violence; and
- Steps the University has taken to eliminate or reduce the risk of Violence.



Security cameras

Closed circuit TV monitors for messaging

Emergency response/management plan

Safe Work Procedures

Working Alone or in Isolation Policy

UW Safety Application – Free safety app for the campus



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information provided by the Employer. Where the University is aware of persons with a history of Violent behaviour, the University will endeavor to inform in a timely manner all Workers and members of the University community likely to encounter such persons. The University may communicate such information by such means and in such a manner as is appropriate, including by: public address system, email notifications, the



In some circumstances, Violence in the Workplace may also be considered a Serious Incident. Campus Security or Human Resources will report any Serious Incidents to the Health and Safety Specialist, who will be responsible for making the required report to Manitoba Workplace Safety and Health. The Health and Safety Specialist will also ensure, where required, that the Workplace Health and Safety Committee Co-Chairs are advised, and coordinate any investigation as may be required under Section 2.9.2 of the *Workplace Safety and Health Regulation* in regards to incidents involving Workers. The Workplace Health and Safety investigation will focus on recommendations to the Employer to eliminate or control the risk of similar Serious Incidents in the future. In all other respects, the Employer's investigation will be paramount.

Annual reports are to be provided to the Workplace Health and Safety Committee that shall include the following:

- a) the records of any incidents of Violence to a Worker in the Workplace;
- b) the results of any investigation into an incident of Violence including a copy of:
  - i. any recommendations for control measures, safe work procedures, or changes to the Violence Prevention Policy and/or Procedures;
  - ii. any report prepared under section 2.9 of the Workplace Health and Safety Regulation in respect of such an incident;
  - iii. the control measures, steps and procedures, if any,



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- appropriate treatment/post-incident counselling;
- b) ensure that the incident is immediately reported to Campus Security and/or Human Resources and/or the Safety Office; and
  - c) support the investigation process as required and requested.

Supervisor's initial responsibilities are met upon completion of a) and b) above, and no further action should be taken until further instruction is provided by the Employer.

**Security:**

- a) to provide an immediate and appropriate response following a preliminary assessment of the report of an incident of Violence or potential incident of Violence. This may require immediate dispatching of security resources who will take appropriate steps in accordance with Security Standard Operating Procedure(s), subject to the nature and scope of the reported Violence or threat of Violence. Their primary objective will be to ensure the safety of individuals, provide any emergency first aid, and to restore order, which may include having violent individual(s) removed from University property;
- b) to immediately notify the Director of Campus Security, who shall take appropriate steps to notify senior management, and to seek advice on convening the University's emergency management or threat assessment team, consistent with the threat of Violence; and
- c) any decision to remove an individual from University property shall be effective immediately, pending review by the Director of Campus Security, Human Resources and the appropriate Administrator in the case of an employee. In the case of a student being removed, the Registrar shall be advised as soon as reasonably possible.

**Incident Investigation:**

As soon as possible after an incident of Violence has occurred, the



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University shall commence an investigation.

Incidents of Violence between Workers or initiated by a Worker shall be investigated by Human Resources. Incidents of Violence involving students or any other individual or group that occurs on University property shall be investigated by the Health and Safety Specialist and/or Campus Security. Investigations shall be completed as soon as possible, and where the incident involves a student, the Registrar shall be notified and consulted.

All incidents of Violence are required to be documented by the University. University-appointed investigators shall interview the individual who reported the incident, as well as any other person(s) they deem relevant to the investigation. The purpose of the investigation is to identify and determine the nature and potential cause of the incident, the area where the incident occurred, and to identify what control measures or steps may need to be taken by the University to respond to or act upon the findings of



- ii) required in order to take corrective action in response to the complaint; or
- iii) required by law.

Personal information that is disclosed in respect of an incident or risk of Violence must be the minimum amount necessary for the purpose of the disclosure.

**Breach of the Policy/Procedures:**

A breach of this Policy and/or Procedures may result in one or more actions being taken against the non-compliant party including:

- a) employees may be subject to disciplinary consequences up to and including dismissal under any applicable collective agreement or pursuant to applicable University policies;
- b) students may be subject to disciplinary consequences up to and including expulsion under the Student Non- Academic Conduct and Discipline Policy; and
- c) any other person or group could face debarment from the University campus; or
- d) actions for breach of contract, where applicable.

**Responsibilities:**

The implementation of these Procedures requires the development of necessary training protocols, an inventory of key responsibilities for people in positions of authority over a Worker



Acceptable Use of Information Technology Policy  
Respectful Working and Learning Environment Policy and  
Procedures  
Sexual Violence Prevention Policy (*under development*)  
Student Non-Academic Conduct and Discipline Policy and  
Procedures  
Workers Working Alone/in Isolation Policy  
Workplace Health and Safety Policy

**RELEVANT DATES**

**Originally Issued:** Not Applicable

**Revised:** Not Applicable

**Effective:** May 29, 2018

**Scheduled Review:** Fall 2022





The University of Winnipeg campus is located in downtown Winnipeg. The University supports and encourages access by a wide variety of community organizations and individuals who may not otherwise have access to various supports and facilities, such as: computer labs, library, athletic facilities, etc. While the University is committed to maintaining and facilitating open access, it recognizes that the community in which the University is situated experiences a great many challenges which in turn increases the risk of Violence occurring on or around campus.

The types of Violence that are most likely to occur may include:

- Vandalism to University or personal property that involves threats
- Verbal abuse that involves threats
- Assault

Locations associated with the highest risk of Violence exposure may include:

- Outside the perimeter of the campus (getting to and from the University)
- University grounds (getting to and from various University buildings)
- University common areas (computer labs, athletic facilities, parking garages, hallways, etc.)
- University private areas (student residences, etc.)

The positions associated with the highest risk of Violence exposure may include:

- Security guards (contracted services) and Security staff
- Athletic facility attendants and Events Assistants
- Resident Assistants
- Cashiers
- Cleaning personnel (contracted services)
- Physical Plant staff
- Front reception staff
- Employees (staff/faculty) working