



City of  
**Prince  
Albert**

# Safety Administrative Procedure

## Violence General Procedures

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**Approved by:** Sherry Person, City Manager

**Signature:** *Sherry Person* **Procedure No:** 19.3

**Effective:** May 1, 2024 **Replaces:** August 17, 2018

If an employee is subjected to a violent incident they shall:

1. Report the incident to their supervisor and complete an incident report; and,
2. If they believe that they may be psychologically affected by the encounter, they should consult with their physician to determine if treatment is warranted.

If an employee is advised of a threat directed towards another employee, they will advise their supervisor and complete an incident report.

The employee may also contact the police service, having jurisdiction in that area, and file a complaint.

Upon being advised of a violent incident, the supervisor will review the circumstances, ensure that the incident report is completed, determine if the existing controls are sufficient and whether police should be notified. The supervisor should also remind the worker of the option to consult with their physician.

If the violent incident includes a threat to another staff member, the supervisor will review the incident with the department head and ensure that the employee/position, who the threat was directed at, is notified of the threat and of any measures that will be used to protect them.

Once the incident report and any required investigation are completed, the supervisor will forward a copy to the Coordinator Health, Safety and Environment. These reports should be received by the coordinator within 48 hrs.

The Coordinator will obtain comments from the Occupational Health Committee and discuss with the work unit involved, if required.

The Coordinator will scan the report and place a pdf file in a confidential incident folder.

When a new or transferred in employee starts in an area, the supervisor will inform the new employee of any violent incidents their department has experienced. The supervisor will also

provide any information available regarding any persons with a history of violent behavior that may be a risk to workers.

The City of Prince Albert will consider the following actions to attempt to minimize or eliminate the risk of violence:

- Blocking phone and email addresses
- Banning individuals from City facilities
- Criminal investigations where appropriate
- Restraining Orders where appropriate