

**Title: Workplace Harassment and Violence Prevention**

**Resolution: 2021-0128 (Apr 26/21)**

**Revised:**

**Special Notes/Cross Reference:**

**Next Review Date: 2024**

**POLICY STATEMENT:**

The Town of Westlock (Town) believes that all individuals have the right to work in an environment free from Harassment and Violence. The Town believes in the prevention of Harassment and Violence in the workplace and promotes a Harassment and Violence free workplace in which all people respect one another and work together to achieve common goals. Any act of Harassment or Violence committed by or against any employee, contractor, visitor, volunteer, or member of the public is unacceptable and such conduct will not be tolerated.

This policy is in keeping with the Town’s dedication to providing and maintaining an environment that fosters respectful and responsible behaviours.

The Town is committed to:

1. Eliminating or controlling risks related to Harassment and/or Violence.
2. Educating our employees in the recognition of Harassment and/or Violence hazards and the operation of our policy and procedures in this regard.
3. Investigating reported incidents of Harassment and/or Violence in an objective and timely manner and taking appropriate corrective action.
4. Maintaining confidentiality of personal information of those involved where appropriate.
5. Providing appropriate support for those exposed to Harassment and/or Violence.
6. Ensuring the content of this policy does not discourage any employee from exercising their rights under any other law.
7. Reviewing this policy and associated procedures as required by legislation and revising as necessary.

**PURPOSE:**

The purpose of this policy is to ensure that:

1. Individuals (employees, contractors, volunteers) are aware of, and understand, that acts of Harassment and/or Violence are considered a serious offence for which necessary sanctions will be imposed, and policies and procedures are in place to deal with the same.
2. Those subjected to acts of Harassment and/or Violence are encouraged to access any assistance they may require in order to make or pursue a complaint.
3. Individuals are advised of available resources if they have been subjected to, or become aware of, situations involving Harassment and/or Violence.



4. Action will be taken in response to complaints, and where complaints are substantiated, appropriate corrective and disciplinary action will be taken.
5. Victims of Harassment and/or Violence will be supported, and the effectiveness of the Town's actions evaluated.

**DEFINITIONS:**

1. **"Harassment"** means unwanted advances, requests for favours, or other verbal or physical conduct of an unwanted or unwelcome nature. For the purpose of this policy, Harassment includes, though is not limited to the behaviours listed herein.
2. **"Sexual Harassment"** means unwanted sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which:
  - a) Implicitly or explicitly makes submission of such conduct a term and condition of an individual's work.
  - b) Affects access to employment.
  - c) Creates a hostile or offensive environment which interferes with an individual's work.
  - d) Intimidates, embarrasses, coerces or humiliates an individual in the workplace.
  - e) Arises out of a relationship which is not based on mutual consent.

Sexual harassment includes comments or conduct of a sexual nature that are unwelcome or offensive. This includes negative or inappropriate comments and conduct which is not necessarily sexual but is directed at a person because of their gender. The person engaging in the harassing behavior does not necessarily have to have power or authority over the subject of the harassing behavior.

Sexual harassment is comprised of any of the following behaviours, although it is not limited to the behaviours listed therein.

- a) Verbal abuse or threats associated with behavior of a sexual nature.
  - b) Unwelcome remarks or jokes of a sexual nature.
  - c) Unwelcome invitations or requests of a sexual nature.
  - d) Staring, leering or inappropriate observation of a co-worker of a sexual nature.
  - e) Displaying or posting pornographic, offensive, or derogatory materials of a sexual nature in the workplace.
  - f) Unwelcome physical contact of a sexual nature.
  - g) Exposing oneself sexually in the workplace.
  - h) Explicit or implicit demands of a sexual nature.
  - i) Sexual assault.
  - j) Any other behaviour, conduct or activity of a sexual nature which is unwelcome or uninvited.
3. **"Discriminatory Harassment"** means comments or conduct based on the protected grounds in human rights legislation which are unwelcome or offensive. The protected grounds include:
    - a) Race, colour, ancestry or place of origin.
    - b) Religious beliefs.
    - c) Age.

- d) Gender.
- e) Sexual orientation.
- f) Gender expression, gender identity.
- g) Family or marital status.
- h) Source of income.
- i) Conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Examples of discriminatory harassment include:

- a) Offensive comments, jokes or behavior that disparage or ridicule a person's membership in one of the protected categories.
- b) Imitating a person's accent, speech or mannerisms.
- c) Persistent or inappropriate questions about whether a person is pregnant, has children, or plans to have children.
- d) Inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance, or weight.

4. **"General Harassment"** means unwanted advances, request for favours, or other verbal or physical contact which:

- a) Implicitly or explicitly makes submission of such conduct a term and condition of an individual's work.
- b) Affects access to employment.
- c) Creates a hostile or offensive environment which interferes with an individual's work.
- d) Intimidates, embarrasses, coerces or humiliates an individual in the workplace.
- e) Arises out of a relationship which is not based on mutual consent.

Harassment is comprised of any of the following behaviours, though it is not limited to the behaviours listed therein:

- a) Verbal abuse or threats.
- b) Unwelcome remarks or jokes.
- c) Unwelcome invitations or requests.
- d) Staring, leering or inappropriate observation of a co-worker.
- e) Unwelcome physical contact.
- f) Any other behaviour, conduct or activity which is unwelcome or uninvited.

5. **"Poisoned Work Environment"** means a workplace that is hostile or unwelcoming because of insulting or degrading comments or offensive actions aimed at an employee or others.

Even if no one is directly targeted, harassing comments or conduct can poison the work environment, making it an uncomfortable place in which to work. This is also considered Harassment. Some examples of actions that can create a poisoned work environment include:

- a) Displaying offensive, discriminatory material such as posters, pictures, calendars, web sites or screen savers.
- b) Distributing offensive or discriminatory e-mail messages or attachments such as pictures or video files.
- c) Practical jokes that embarrass or insult someone.
- d) Jokes or insults that are offensive, racist or sexual in nature.



6. **“Violence”** means the threatened, attempted, or actual conduct of a person that causes, or is likely to cause, physical injury whether at the work site or work related.

Acts of violence can take the form of physical contact. The threat of violence, either overt or covert, can be just as detrimental and damaging as the physical act of violence itself. Abuse in any form erodes the mutual trust and confidence that are essential to the Town’s operational effectiveness. Acts of violence destroy individual dignity, lower morale, cause fear and break down work unit cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. Violence can victimize anyone and may be directed by or towards workers, visitors, and members of the public.

**PROCEDURES:**

**Preventing Harassment and Eliminating/Controlling the Hazard of Violence**

**Roles and Responsibilities**

The Town has the overarching responsibility to eliminate/control the hazard of Violence. It is the mutual responsibility of both Town employees and the Town to prevent Harassment and ensure a Harassment free workplace. Specific responsibilities have been provided below:

<p><b>Employees</b></p>	<ul style="list-style-type: none"> <li>• Comply with this policy and associated procedures</li> <li>• Attend training related to Workplace Violence and Harassment Prevention</li> <li>• Refrain from engaging in any behavior or action that constitutes Workplace Violence and/or Harassment</li> <li>• Report any incident or situation that could constitute Workplace Violence and/or Harassment to a Supervisor, Manager, CAO, or Town Council</li> <li>• Cooperate in any fact-finding processes pursuant to this policy and associated procedures</li> <li>• Maintain confidentiality of a complaint or investigation</li> </ul>
<p><b>Management and Supervisors</b></p>	<ul style="list-style-type: none"> <li>• Ensure that employees are aware of and held accountable for complying to this policy and associated procedures</li> <li>• Ensure that employees are aware of and provided the opportunity to attend relevant training</li> <li>• Through the hazard assessment process, identify potential internal Workplace Violence and/or Harassment risks implementing controls to eliminate or reduce risk</li> <li>• Foster a respectful work environment free from Workplace Violence and/or Harassment</li> <li>• Foster a work environment where individuals are supported and encouraged to bring forward complaints of Workplace Violence and/or</li> </ul>

	<p>Harassment</p> <ul style="list-style-type: none"> <li>• Participate in the resolution of issues in an unbiased manner</li> <li>• Report any incident that could constitute Workplace Violence and Harassment</li> <li>• Initiate the investigation process for all incidents of reported Workplace Violence and Harassment</li> <li>• Monitor the completion of corrective actions identified by an investigation</li> </ul>
<p><b>Joint Health and Safety Committee Members and Co-Chairs</b></p>	<ul style="list-style-type: none"> <li>• Provide opportunity for employees to attend training and maintain records of training in Workplace Violence and Harassment</li> <li>• Update Workplace Violence and Harassment training requirements when hazards, processes, or legislation changes</li> <li>• Report to the Government of Alberta any OHS incidents that meet the reporting requirements as defined in legislation (detailed in Section 9 of this procedure).</li> <li>• Review this policy and associated procedures in consultation if an incident of Workplace Violence or Harassment occurs, if any JHSC member/co-chair recommends a review, and at least every 3 years.</li> </ul>
<p><b>Contractors</b></p>	<ul style="list-style-type: none"> <li>• Refrain from engaging in any behaviour or action that constitutes Workplace Violence and/or Harassment</li> <li>• Report potential Workplace Violence and/or Harassment hazards and incidents encountered as a direct result of working for the Town to their key contact person</li> </ul>

Formal hazard identification, assessment, and control reports must be completed and reviewed appropriately for every job. The potential for workplace Harassment and/or Violence must be assessed during this process and reevaluated as processes, operations, equipment, or the work environment changes. The risk of Harassment and/or Violence will vary across workplaces due to the nature of the work, however, workplace Harassment and Violence should be identified as potential workplace hazards in all workplaces.

The Town will not tolerate or condone Harassment of any kind, Violence or threats of Violence, or a Poisoned Work Environment. This includes making everyone aware of what behavior is and is not appropriate, investigating complaints and taking corrective measures.

Every employee must demonstrate appropriate behavior that does not violate this policy and must foster a work environment that is based on respect.

**Potential Hazards Associated with General, Specific and Potential Violence**

There are two primary hazard types most closely associated with workplace violence. These hazard types are physical and psychosocial. Physical hazards have the potential for physical harm whereas psychosocial hazards have the potential to cause psychological harm.

1. Contributing factors of physical hazard types that could affect the health and safety of

Town employees include:

- a) People factors, such as volatile customers or stressed co-workers.
  - b) Environmental factors, such as high crime areas or mobile workplaces.
  - c) Process factors, such as lack of reporting processes, working alone, or unclear policies.
2. The contributing factors that could negatively impact the psychological health and wellbeing of Town employees include:
- a) Work-related stress, such as unmanageable workload, bullying, conflict with co-worker, discrimination, harassment, or environmental factors.
  - b) Work-related bullying and harassment, such as abusive, insulting or offensive comments, unjustified criticism or complaints, spreading misinformation, or rumors.
  - c) Fatigue, from factors such as job demands, sleep, environmental conditions, or non-related work factors.

**Introduction and Training for Employees**

The Town will provide training to its employees which will include a review and explanation of this policy and its procedures, as well as a description of the Town’s expectations of employees relative to their behavior in the workplace. This training will include the following:

- 1. How to recognize workplace Harassment and Violence.
- 2. Appropriate response to incidents of Harassment and Violence.
- 3. Procedures for reporting, investigating, and documenting incidents of workplace Harassment and Violence pursuant to this policy and procedure and legislative requirements.

The following process outlines effective operation of this policy:

**Responding to Workplace Violence**

*If it appears Violence is imminent, contact 911 immediately before following the building emergency response plan, using alarms, evacuating, calling for help, and/or reporting the incident.*

**1. Right to Assistance**

Any person exposed to Harassment and/or Violence has the right to access assistance in communicating their objections and, if warranted, in pursuing the complaint more formally. It is recognized that the issue of access to recourse is particularly critical where the alleged offender is in a position of authority over the complainant or where there are other communication barriers.

Any employee exposed to Harassment and/or Violence should advise their immediate Manager or Supervisor and, if this is uncomfortable or inappropriate in circumstances, the Chief Administrative Officer (CAO) should be advised of the incident. If the concern relates to the CAO, concerns should be brought to the attention of the Town Council.

**2. Steps Prior to Formal Reporting**

The complainant may make their concerns known verbally to the alleged offender, either directly or with the assistance of a third party as outlined above. This first step can help the alleged



offender be made aware that their conduct is offensive to the complainant and must stop.

The complainant is required to carefully record the details of the incident, including the date and time, nature of the Harassment and/or Violence, and the names of any persons who may have witnessed the incident. The attached Abuse Reporting Form should be utilized and completed as comprehensively as possible in this regard.

### **3. Formal Reporting**

The written record of the complaint should be provided to the employee's immediate Manager or Supervisor and, where the alleged offender is the Manager or Supervisor, the report should be provided to the CAO. In the event the alleged offender is the CAO, the report should be provided to Town Council.

### **4. No Recriminations or Retaliation**

No individual filing a complaint will be penalized nor subjected to any prejudicial treatment as a result of making a complaint. No correspondence pertaining to the complaint will be placed in the complainant's personnel file.

No employee shall take retaliatory action against a complainant with the intention of dissuading or punishing an individual for participating in the complaint process. Sanctions may be imposed for any such retaliation. Retaliation against individuals participating in the complaint process should not be confused with any sanction which may be imposed for making false allegations.

### **5. Investigation**

The Town is dedicated to conducting thorough and timely investigations of all complaints received, with the intention of accomplishing the following:

- a) Protecting workers.
- b) Limiting the damaging effects of Harassment and/or Violence.
- c) Improving productivity.
- d) Improving worker morale.
- e) Avoiding negative publicity.
- f) Avoiding costly and time-consuming legal proceedings.
- g) Lowering the rate of worker turnover.

The Town will appoint an investigation team which may include the complainant's Manager or Supervisor, the CAO and/or member or members of Town Council. This team may vary depending upon the position held by the alleged offender identified in the complaint.

Investigations of alleged Harassment and/or Violence will be carried out in accordance with the following:

- a) Incidents will be investigated as promptly as possible and in no case more than ten (10) days following the formal complaint.
- b) Investigations will focus on identifying causal factors and implementing controls as appropriate to mitigate risk of recurrence.
- c) Only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the offender to the greatest

extent possible. In all cases, both the complainant and the accused will be interviewed, and the accused will be advised of the allegations they face and provided with an opportunity to answer the same.

- d) Individuals with knowledge of the incident will be encouraged not to discuss the details with others.
- e) The safety of the complainant will be a paramount consideration throughout the investigation process.

## **6. Disposition of the Complaint**

Following the investigation process, the Town will determine whether or not the complaint has been substantiated. In the event that the complaint is not substantiated, the complainant and the alleged offender will both be advised, and the complaint is dismissed, including a removal from the alleged offender's record of any reference to the complaint. Consideration will be given to whether the complaint was made with malicious intent and what recourse should follow in the event that this conclusion is reached.

In the alternative, if the complaint is substantiated, the appropriate corrective and disciplinary measures will be identified and may include a range of responses. Consideration will be given to the specific circumstance of the incident and the role of the offender within the organization. Recourse may include both disciplinary and corrective action. The following possible options exist in this regard:

- a) Apology.
- b) Training.
- c) Referral to an Employee Assistance Program (EAP) for counseling.
- d) Reassignment.
- e) Limiting access to certain areas or individuals within the organization.
- f) Discipline.
- g) Discharge.
- h) Advising the local authorities of a potential criminal offence.

The Town will inform the parties involved of the results of the investigation, and corrective actions in line with legislated requirements while respecting confidentiality.

## **7. Confidentiality**

Throughout the process, to the greatest extent possible, reasonable efforts shall be made to respect the confidential nature of a complaint. The Town will not disclose the circumstances related to an incident of Harassment and/or Violence or the name of the complainant, the individual alleged to have committed the Harassment and/or Violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform workers of a specific or general threat of Harassment and/or Violence or potential Harassment and/or Violence, or as required by law. The Town will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of Harassment and/or Violence or potential Harassment and/or Violence.

**8. Complaint Resolution Alternatives**

The Town recognizes that nothing in this policy or procedures takes away from the complainant's right to file a complaint with the Alberta Human Rights and Citizenship Commission or commence proceedings in a civil or criminal court. Any individual has the right to pursue their concerns through alternative forums, including the exercise of rights through any law of Alberta or Canada.

**9. Occupational Health and Safety Reporting Requirements**

An employee should be aware that an incident involving workplace Violence constitutes an "accident that has the potential of causing serious injury to a worker" pursuant to section 40(5) of the *OH&S Act*. As a result, the Town must investigate the incident, prepare a report, keep the report on file for a period of two (2) years from the date of the incident and have it readily available for inspection by an OH&S Officer.

**10. Victim Support**

The Town understands that victims of Harassment and Violence need support. As a result, the Town will ensure that all victims are advised that they are not to blame for the aggressive/harassing behaviours directed at them and that being a victim of Harassment or Violence does not reflect on them.

The Town recognizes that victims of Harassment and/or Violence or other workers who may have been exposed to a violent incident, may require emotional support and reassurance. The Town will ensure that victims as well as others exposed to Harassment and/or Violence are advised to consult a health professional of their choice for treatment or referral. The Town will also advise affected workers of the ability to access Employee Assistance Programs if they wish. Below is a listing of the agencies, programs and materials which are available to assist you in seeking support in addition to the EAP and your personal professional service providers.

Who	Contact(s)	What
Employee and Family Assistance Program	Toll Free: 1-800-238-8663 TTY: 1-877-3636270  Website <a href="http://www.workhealthlife.com">www.workhealthlife.com</a>	Wide range of help or guidance, including counselling, legal advice, financial guidance, career planning, addictions help, nutrition help, etc.
Work Safe Alberta (formerly Alberta Human Resources and Employment Workplace Health and Safety)	Province-wide Contact Centre Toll Free: 1-866-415-8690  Website <a href="http://www.worksafely.org">www.worksafely.org</a>	To report serious injuries and provide information on the requirements of the <i>Occupational Health and Safety Act, Regulations and Code</i>

<p>Alberta Human Rights &amp; Citizenship Commission</p>	<p>Phone: (780) 472-7661 (Northern Alberta)</p> <p>Toll Free: 1-800-232-7215</p>	<ul style="list-style-type: none"> <li>○ Conducts seminars and information sessions</li> <li>○ Circulates a Newsletter entitled "The Citizen"</li> </ul>
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<b>Who</b>	<b>Contact(s)</b>	<b>What</b>
<p>The Support Network</p>	<p>Phone: (780) 482-4357</p>	<p>Produces two directories:</p> <ul style="list-style-type: none"> <li>○ Directory of Community Services (Edmonton &amp; Area)</li> <li>○ Self-Help and Support Group Director (Edmonton &amp; Area)</li> <li>○ Also provides counselling services (including Crisis Counseling) courses and workshops in a variety of areas such as Assertiveness Training, Building Self Esteem, etc.</li> </ul>
<p>Victim Impact Statement</p>	<p>Information is available through Police, Crown Prosecutor's Office, the Courts and other agencies providing services to victims. Forms may be obtained from Police.</p>	<p>Victims of crime are provided with the opportunity to express in writing to the courts, the harm done, or loss suffered as a result of the crime. The Judge considers the Statement in determining sentence.</p>

<p>Alberta Justice Law Enforcement</p>	<p>Phone: (780) 427-3460 Fax: (780)427-5916</p>	<p><b>“Victims Programs Assistance Fund”</b> Surcharges imposed by the courts on individuals convicted of Criminal Code, Food and Drug Act and Narcotic Control Act offences are deposited into the <b>Victims’ Program Assistance Fund</b>. Groups providing services may apply for funding. Applications for funding are reviewed by a committee and recommendations are made to the Minister of Justice</p>
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The Town is dedicated to engaging in a process by which they follow up with the complainant in order to ensure that their needs are being met post-incident. The Post Intervention Questionnaire will be utilized in this regard.

**11. Review of Program Plans and Procedures**

The Town will review the program plans and procedures:

- a) When an incident occurs related to Violence and/or Harassment.
- b) If the Joint Health and Safety Committee or Health and Safety Representative recommend a review.
- c) At least every 3 years.

**12. Program Evaluation**

The Town will engage in a program evaluation process to monitor the effectiveness of its policy and procedures. Given that the purpose of this policy and procedure is to minimize the occurrence of workplace Harassment and/or Violence and establish an environment of non-tolerance to workplace Harassment and/or Violence, the process will be evaluated against that measure.

The evaluation program will include the following:

- a) A needs assessment.
- b) Process evaluation in order to measure whether the program is meeting its intended objective.
- c) Outcome evaluation to determine whether the program has met its objectives and whether additional opportunities for improvement in the program can be identified.

This process will include canvassing individuals who have made complaints as well as other employees as to their perception of the efficiency and fairness of the process.

**13. Policy Schedules**

Appendix "A" – Risk Assessment Questionnaire – Workplace Violence/Harassment

Appendix "B" – Workplace Violence/Harassment Reporting Form

Appendix "C" – Data Reporting Form – Workplace Violence/Harassment

Appendix "D" – Post-Intervention Questionnaire – Workplace Violence/Harassment

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Mayor Ralph Leriger

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CAO Simone Wiley



**Risk Assessment Questionnaire  
Workplace Violence/Harassment**

1. (a) Have you experienced verbal abuse while an employee of this organization?

Yes  No

(b) If yes, did you report the incident(s)?

Yes  No

(c) If yes, did you report the incident(s)?

Verbally  In writing

(d) What was the relationship of the abuser to you?

Co-worker  Member of the Public

Other (please specify)  \_\_\_\_\_

(e) Where did the abuse occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) When did the abuse occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. (a) Have you experienced a threat of physical violence while an employee of this organization?

Yes  No

(b) If yes, did you report the incident(s)?

Yes  No

(c) If yes, did you report the incident(s)?

Verbally  In writing

(d) What was the relationship of the abuser to you?

Co-worker  Member of the Public

Other (please specify)  \_\_\_\_\_

(e) Where did the abuse occur?

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(f) When did the abuse occur?

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3. (a) Have you experienced a physical assault or attack while an employee of this organization?

Yes  No

(b) If yes, did you report the incident(s)?

Yes  No

(c) If yes, did you report the incident(s)?

Verbally  In writing

(d) What was the relationship of the abuser to you?

Co-worker  Member of the Public

Other (please specify)  \_\_\_\_\_

(e) Where did the abuse occur?

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(f) When did the abuse occur?

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4. Did you miss any time from work as a result of the violence or harassment?

Yes  No

If yes, please indicate the length of absence from work

\_\_\_\_\_ days / weeks / months

Do you:

(a) work alone or with a small number of co-workers?

Yes  No

(b) work late at night or early in morning

Yes  No

5. Are you concerned about your safety on the job?

Yes  No

What is your source of concern?

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6. Do you believe that such a possibility represents a:

High risk                       Medium risk                       Low risk

The completion of this section is voluntary. Information gathered from this section will only be used for statistical analysis and to identify trends in workplace violence and harassment abuse. Complete individual confidentiality will be maintained.

- Length of service  1 year  
 1 – 3 years  
 3 – 5 years  
 5 – 10 years  
 more than 10 years

Job classification: \_\_\_\_\_

Workplace Violence/Harassment Reporting Form

Complainant Information
Last Name First Name Phone Number
Date / Month / Year of Incident
Time of Day

Alleged Abuser(s)
Name, if known
Co-worker Visitor Other

Names of witnesses and/or those providing assistance
Co-worker Visitor Other
Co-worker Visitor Other

Description

Give a thorough description of the incident (what happened, where it occurred, what led up to the incident, who else was present, what action was taken at the time)

Four horizontal lines for writing the description.

Medical attention required
Yes No

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

Signature of person reporting incident Today's Date

Upon completion, please forward to

**Data Reporting Form**  
**Workplace Violence/Harassment**

The purpose of this form is to assist employers to gather statistical information. Standardized recording of this information can be used to track industry trends.

**Complainant Information**

Age: \_\_\_\_\_

Position: \_\_\_\_\_ Years of experience: \_\_\_\_\_

Employment status:     Full-time         Part-time

**Alleged Abuser Data**

Status:     Co-worker         Visitor         Other \_\_\_\_\_

Age: \_\_\_\_\_

**Incident Data**

Date of incident: \_\_\_\_\_ Date of reporting: \_\_\_\_\_

Type of incident:     Verbal abuse, e.g., yelling, swearing, name calling \_\_\_\_\_  
                           Physical aggression against objects \_\_\_\_\_  
                           Physical abuse \_\_\_\_\_  
                           Sexual harassment \_\_\_\_\_  
                           Other (please specify) \_\_\_\_\_

What injury or trauma, if any, resulted from the incident?  
 Physical injury (describe) \_\_\_\_\_  
 Emotional injury e.g. fear, anger, humiliation \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

Medical attention required:    Yes         No

Action to prevent recurrence (to be completed by worker and supervisor)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Follow-up (established by worker/supervisor)		
Lost time incident	<input type="checkbox"/> No	<input type="checkbox"/> Yes - # of days missed
Advised of available counseling	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Comprehensive incident review completed (if No, indicate date to be reviewed)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Law enforcement involved	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Workers' Compensation Board forms completed	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Short term disability claim	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Long term disability claim	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Evaluation of current policies/procedures	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Investigation complete	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other actions	_____ _____ _____	



Post-Intervention Victim Questionnaire  
Workplace Violence/Harassment

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

You were recently involved in an assault or traumatic situation. The Town of Westlock discussed the incident and support options with you. We are interested in your perception of what benefits you were able to receive from the support provided to you. We would greatly appreciate your honest response to the following questions.

Thank you.

1. How many contacts have you had with the support person regarding the incident/assault? \_\_\_\_\_
2. How much time elapsed from the time of your assault/incident to when you met with the support person?

\_\_\_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_  
Minutes

Did you feel this was ideal for your situation? Yes  No

If not, what would have been preferable?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In general, do you feel it is most helpful to be familiar with the support person who contacts you, or to see someone you don't know very well?

It is most helpful to be contacted by:

- A familiar person
- Someone I don't know
- Doesn't matter to me

4. The purpose of the Policy is to help deal with feelings which accompany traumatic situations in a support, constructive manner. Do you feel this was accomplished in your case?

Absolutely Not                      1      2      3      4      5      6                      Absolutely Yes

Please offer suggestions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_