

HR36	PREVENTION OF VIOLENCE IN THE WORKPLACE		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

**1. PURPOSE**

To set out the Library’s commitment to the prevention of violence in the workplace.

**2. SCOPE**

This policy applies to all Library employees.

**3. DEFINITIONS**

Nil.

**4. STATEMENT**

- a. The Library Board is committed to actively encouraging the prevention of violence in the workplace and the promotion of a violence free environment. Any act or threat of violence against employees and/or Library users and members of the public is unacceptable and will not be tolerated.
- b. The establishment of effective procedures shall ensure that every reasonable step is taken to identify the source of such action or threat, and to promote working conditions which will minimize, reduce or eliminate the potential for violent incidents or threats of violence to occur within library operations or facilities.

**5. MEASURES TO PREVENT VIOLENCE IN THE WORKPLACE**

- a. The Library will promptly investigate reported incidents or threats of violence in an objective and sensitive manner. Corrective action necessary to prevent the recurrence of similar incidents will have the highest priority.
- b. A program to reduce the risk of violence in the workplace shall include regular risk assessments, prevention procedures, employee training, incident reporting mechanisms, and incident follow-up strategies.

**6. RESPONSIBILITIES**

- a. The Chief Librarian is responsible to ensure that processes and procedures are implemented to minimize, reduce or eliminate the potential for violent incidents, and that all employees are aware of these procedures.
- b. Employees shall cooperate and follow prescribed procedures for the management of such incidents, willingly participate in the investigation, control and elimination of such occurrences, and are immediately obliged to report threats or incidents of violence.

**RELATED POLICIES**

Nil.