

ELEMENT C: VIOLENCE & HARASSMENT PLANS

Employers are required to help prevent workplace harassment and violence and address incidents when they do occur. Every employer must develop and implement workplace harassment and violence prevention plans. The plans must include a prevention policy and prevention procedures and be in writing and readily available for reference by workers at the work site, either in paper or electronic formats.

Policies set overall expectations that harassment and violence are not tolerated in the work environment, while procedures outline the methods or processes required to make the policy work on a day-to-day basis and establish a way of doing things that the employer and workers are to follow.

Workplace Violence: The threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm.

Workplace Harassment: A single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action intended to intimidate, offend, degrade or humiliate a particular person or group.



AUDIT REQUIREMENTS & GUIDELINES

Requirement	Guideline
C9: A written Violence Prevention Plan as per legislative requirements	A copy of the written violence prevention plan.
C10: A written Harassment Prevention Plan as per legislative requirements	A copy of the harassment prevention policy/plan.
C11: Review of the Violence and Harassment Plans as per legislated requirements being met	Attach documents that verify the violence and harassment plans are reviewed based on relevant legislation. This may include such criteria as: <ul style="list-style-type: none">• when an incident occurs related to violence and/or harassment• if the HS Rep/HSC recommends a review• at least every 3 years

NOTE: Questions C9 and C10 cannot be marked not applicable (n/a); however, depending on size or nature of the organization, some criteria may not be appropriate. (e.g., if the organization has no employees).

Violence and harassment policies/plans can be combined as one document as long as jurisdictional requirements are met.

PROVINCIAL REQUIREMENTS

Province	Requirement
Alberta	Violence & Harassment: <ul style="list-style-type: none">• Define workplace harassment and violence in all forms, including domestic and sexual violence• Requires employers to investigate incidents of violence and harassment and take corrective action• Requires employers to develop violence and harassment prevention plans• Review of plans at least once every 3 years• Requires employers to advise workers of treatment options if harmed by violence or harassment<ul style="list-style-type: none">• Ref: Part 27 of the OHS Code• Harassment and Violence in the Workplace
British Columbia	Workplace Bullying and Harassment (Internal) <ul style="list-style-type: none">• Developing a policy statement• How and when investigations will be conducted• What will be included in the investigation• Roles and responsibilities Follow-up to the investigation• Requires annual review<ul style="list-style-type: none">• Sections 115, 116, and 117 of the Workers Compensation Act• Bullying and Harassment Violence (External) <ul style="list-style-type: none">• Written policy to eliminate or minimize risk• Regular risk assessments• Prevention procedures• Worker and supervisor training• Procedures for reporting and investigating incidents• Incident follow-up• Program review<ul style="list-style-type: none">• Sections 4.25 to 4.31 of the Regulation• Violence
Saskatchewan	Bullying and Harassment in the Workplace <ul style="list-style-type: none">• All employers are to develop and implement a harassment policy within their workplace.• Provide clear direction on roles, tasks, and expectations• Hosting information meetings and training on harassment prevention Violence <ul style="list-style-type: none">• C9 - *n/a may be applied for SK companies not included in Section 37(2) of the OHS Regs<ul style="list-style-type: none">• The Saskatchewan Employment Act• Saskatchewan Regulations

ADDITIONAL RESOURCES

SECOR UPDATES

ENERGY
SAFETY

Energy Safety Canada (ESC)

- [Resource Search](#)
- [Webinars on Demand](#)
- In-Person Mentoring & Workshops - Contact

Other Resources

- Canadian Center for Occupational Health & Safety ([CCOHS](#))

Alberta:

- [Online Legislation Search](#)
- Alberta OHS [eNews](#)

British Columbia:

- [Online Legislation Search](#)
- WorkSafeBC [eNews](#)