



## Due diligence to prevent workplace violence and harassment checklist

Identify roles and responsibilities in the workplace for employers, supervisors and workers.

Conduct a workplace violence and harassment hazard assessment that considers the following.

- Previous experience in the workplace with hazards.
- Occupational experience in similar workplaces.
- The location and circumstances in which work may take place.
- Workplace characteristics including demographics, culture and the presence of new workers.
- Issues raised by the occupational health and safety committee or the worker health and safety representative/designate.
- Personal information and how it will be kept confidential and not disclosed (except for the purpose of an investigation or where required by law).

Document violence and harassment prevention measures, including a written policy and procedures.

- Policy statements
  - Violence and harassment are prohibited in the workplace.
  - Every worker is entitled to employment free of workplace violence and harassment.
  - Employer is committed to eliminating, where possible, or otherwise, minimizing the hazard of workplace harassment.
  - Workers have a right to report workplace violence or harassment.
  - Any information obtained relating to workplace harassment, including personal information, will not be disclosed unless it is necessary for the purpose of an investigation, corrective action relating to the complaint or where required by law.
  - The violence and harassment prevention policy and procedures are not intended to discourage workers from exercising their rights under any other law.
  - What the employer will do to eliminate or at least minimize the hazards of violence and harassment.
- Procedures
  - For workers to report instances of violence and harassment to an employer or supervisor or, where the employer or supervisor is the respondent, the procedures to report harassment to an external third party.
  - For investigating a complaint of workplace harassment and the manner in which it is investigated.
  - For notifying results of investigations and any actions to be taken as a result of an investigation.
  - For informing workers about available supports when workplace violence or harassment occurs.

Apply the violence and harassment prevention measures.

- Provide training on violence and harassment prevention and the violence and harassment prevention policy and procedures.
- Provide adequate supervision to ensure that workers are complying with the violence and harassment prevention policy and procedures.

Check if the violence and harassment prevention measures are working.

- Review policy and procedures as necessary, but at least once every three years.
- Make sure the policy and procedures are accessible to all workers in the workplace.

Update prevention measures with any required changes.

- Continue to regularly check if measures are working.
- Make sure to inform and train staff on any changes.