

Workplace Violence and Harassment Due Diligence CHECKLIST

Conduct a Workplace Violence Risk Assessment

Consider:

- Previous experience in the workplace
- 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 will be kept confidential and shall not be disclosed except for the purpose of an investigation or where required by law

Develop and Implement a Harassment Prevention Plan

Include:

- Every worker is entitled to employment free from workplace harassment
- Employer is committed to eliminating, where possible, or otherwise, minimizing the hazard of workplace harassment
- Worker's obligation to take reasonable care to not engage in bullying or workplace harassment, report observations or experiences of bullying and workplace harassment, and comply with the harassment prevention plan

- Supervisor's obligation to ensure the health and safety of workers, including the supervisor's obligation to apply and comply with the harassment prevention plan
- A statement that 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
- Procedures for reporting, investigation and notification of results
 - Procedures for workers to report instances of harassment to an employer or supervisor or where the employer or supervisor is the alleged harasser, the procedures to report harassment to an external third party
 - Procedures to be followed after a complaint of workplace harassment is received and the manner in which a complaint is investigated. An employer shall investigate complaints of workplace harassment
 - Procedures regarding notification of results of investigations and any actions to be taken as a result of an investigation
- A statement that the harassment prevention plan is not intended to discourage a worker from exercising his or her rights under the Human Rights Act, 2010, the Criminal Code (Canada) or any other law of the province or of Canada
- Include a statement that the employer shall protect workers from retaliation and provide support to workers when workplace harassment occurs
- Training on harassment prevention and the harassment prevention plan

The harassment prevention plan shall be:

- Accessible to all workers in the workplace
- Reviewed as necessary, but at least annually

Contact us

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