

Workplace Violence Prevention Policy  
Creston Valley Arts Council

Worksafe B.C.

The Board of Creston Valley Arts Council recognizes the potential for violent acts or threats directed towards staff our volunteers. Every effort has been made to identify the sources of such actions and procedures have been developed to eliminate or reduce the risk. ( see risk assessment on Worksafe BC.)

The Board of Creston Valley Arts Council will ensure that all staff/ volunteers are are aware of the hazards ( Chamber of Commerce building, Giftshop, parking lot, events) and are trained in the appropriate actions to take to protect themselves from acts or threats of violence. Workers must follow the procedures implemented and report all incidents of violence.

The Creston Valley Arts Council will provide training to ensure that emplaned volunteers:

- recognize what workplace violence is
- recognize that acts of violence are serious offences for which necessary action will be imposed
- understand and follow the safe work procedures that the Creston Valley Arts Council has implemented ( see employee/ volunteers handbook);
- will respond appropriately if there are incidents or threats of violence at work
- will report any incidents or threats of violence

The Board of Creston Valley Arts Council will do yearly risk assessments and promises that no individual will be disciplined or treated unfavourably because they've submitted a report of violence.

Investigations of serious incidents will:

- determine causes
- Identify unsafe acts, conditions or procedures and prevent an occurrence
- prepare a written report

Support for workers/ volunteers will be provided:

- Physical and psychological support
- Environmental support

Training will be provided in order that employees / volunteers:

- learn how to recognize threats of violence
- understand Creston Valley Arts Council policies and procedures ( see employee/ volunteer Handbook)
- know the appropriate responses in situations
- know the procedures for reporting and documenting incidents

Date:

President  
Creston Valley Arts Council