- procedures for reporting, investigating and documenting incidents of violence are established in accordance with the Workers Compensation Board Regulations for Protection of Workers from Violence in the Workplace;
- work and study environment arrangements are evaluated;
- periodic risk assessments are conducted and documented;
- supplementary instructions are prepared when necessary;
- faculty and staff are informed of the nature and extent of risk of violence;
- corrective actions are taken in response to incidents of violence; and
- annual reviews are conducted to evaluate the University Violence Prevention Program.

Deans, Chairs, Directors, Managers, and Supervisors, in partnership with Campus Security are responsible for:

- implementing reporting, investigating and documenting procedures;
- providing educational and awareness programs for faculty a

RESPONSIBILITIES OF CAMPUS SECURITY SERVICES

Campus Security Services in coordination with Occupational Health and Safety shall investigate all incidents of violence and shall ensure that the necessary corrective action is taken without delays. Where appropriate, Campus Security Services shall report incidents of violence to the police.

Campus Security Services will report all incidents of violence to the appropriate Chair, Director, Manager or Supervisor and when appropriate to Occupational Health and Safety.

Campus Security Services will offer support to the complainant and encourage the complainant to participate in the Criminal Justice System when appropriate.

Campus Security Services will advise and refer the complainant to the appropriate support services available both on and off campus.

Campus Security shall maintain a record of reported incidents of violence for a five-year period.
No individual shall be penalized for making a complaint or giving evidence in an investigation regarding violence unless the charge proves to be malicious and without foundation.

NOTE:

The requirements for risk assessment, procedures and policies, the duty to respond to incidents and to instruct workers are based on the recognition of violence in the workplace as an occupational hazard. This hazard is to be addressed by the occupational health and safety program following the same procedures required by the Occupational Health and Safety Regulation to address other workplace hazards.