



Task Title: Workplace Violence Policies Ministry of Labour

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read an excerpt from the Ontario Ministry of Labour’s policies for preventing workplace violence to stay safe at work.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

The Ontario Ministry of Labour has guidelines and policies to keep people safe at work. Workplace violence is a serious issue that is discussed in the Occupational Health and Safety Act. All workers in Ontario should be familiar with provincial policies and protections regarding workplace violence.

Read the excerpt from "Preventing Workplace Violence and Workplace Harassment".

Preventing Workplace Violence and Workplace Harassment

Workplace Violence

Workplace violence may include hitting a worker, throwing objects at a worker, sexual violence, or threats, whether conveyed verbally, in writing, or through behaviour. A customer, client, patient, student, co-worker, supervisor, or a stranger could be violent or threaten to be violent in the workplace.

Assessment

Employers must proactively assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. Measures and procedures to control these risks must be included in the workplace violence program. Employers must advise the Joint Health and Safety Committee or health and safety representative, if any, or workers, of the results of the assessment, and provide a written copy, if available.

Policy and Program for Workplace Violence

Employers must prepare a policy with respect to workplace violence, and develop and maintain a program to implement the policy. Employers must provide information and instruction to workers on the contents of these policies and programs.

The workplace violence program must include measures and procedures for

- controlling risks identified in the assessment of risks
- summoning immediate assistance when workplace violence occurs or is likely to occur and
- workers to report incidents of workplace violence

Workplace violence programs must also set out how the employer will investigate and deal with incidents or complaints of workplace violence.

Sourced from: <https://www.ontario.ca/page/preventing-workplace-violence-and-workplace-harassment>

Work Sheet

Task 1: List three different ways workplace violence may be conveyed.

Answer:

Task 2: List three groups of people who may be advised about the results of a workplace violence assessment.

Answer:

Task 3: List three measures and procedures a workplace violence program must include.

Answer:

Answers

Task 1: List three different ways workplace violence may be conveyed.

Answer: Verbally, through writing, or through behaviour.

Task 2: List three groups of people who may be advised about the results of a workplace violence assessment.

Answer:

- Joint Health and Safety committee
- Health and safety representative
- workers

Task 3: List three measures and procedures a workplace violence program must include.

Answer:

- controlling risks identified in the risk assessment
- summoning immediate assistance when workplace violence occurs or is likely to occur
- workers to report incidents of workplace violence

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			

This task: Was successfully completed ☐ Needs to be tried again ☐

Task Title: WorkplaceViolencePoliciesMinistryOfLabour_E_A1.2

Learner Comments:

Instructor (print):

Learner (print):