

London Conference of the United Church

Workplace Violence and Harassment

As of June 15, 2010 [Bill 168](#) regarding **Workplace Violence and Harassment** takes effect. This legislation amends the [Occupational Health and Safety Act](#) (OHS) for all employers. The **Ontario Ministry of Labour** has developed a [fact sheet](#) to assist employers with understanding this legislation. London Conference has created resources to assist parishes with their implementation, and we thank our Anglican colleagues of the Toronto and Huron Dioceses who shared their resources with us.

Local Ministries with five (5) or less employees are not required to have written policies but must have completed a risk assessment, and ensure that employees are aware of possible risks and how to report and respond to a situation regarding violence or harassment in the workplace.

Local Ministries with six (6) or more employees will be required to complete a risk assessment and have two policies; one regarding *harassment* in the workplace, and the second regarding *violence* in the workplace. Ministries must ensure that employees are trained regarding the policy, procedures, and how to report and respond to a situation regarding violence or harassment in the workplace.

Step One

Complete a Risk Assessment. The risk assessment needs to assess risk that may arise from the nature of the workplace, type of work, and conditions of work. You can design your own risk assessment, or use the one provided by the Conference.

The completed assessments must be kept as they may be requested by the ministry of labour at a future date.



Step Two

Prepare or adapt existing written policies regarding Workplace Harassment, and Workplace Violence. Templates for these two policies have also been designed to assist your ministry:

You may want to adapt these templates for your specific situations as discovered during the risk assessment. Once completed, these policies must be posted in a conspicuous place. If you have a multi point charge, post them in each site. Review the policies at least once a year or as often as necessary. These templates include procedures, a prevention program, and deals with domestic violence.

Step Three

Train workers on the Policy and Procedures as required. Training as required should also include violence /harassment prevention strategies, complaint resolution and prevention strategies. The templates provided should offer you the resources you require to comply with the OHSA amendments under Bill 168. Additional websites that will assist you to meet these requirements can be found at:

- The Ministry of Labour Guideline – [Workplace Violence and Harassment: Understanding the Law](#)
- Occupational Health and Safety Council of Ontario – [Toolkits](#)

For more information, please contact
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