

Preventing and Responding to Incidents of Violence or Harassment in the Workplace

WHAT THE LOCAL MINISTRY NEEDS TO DO CHECK LIST

There are three primary resources:

1. The Heart Program Manual.
 2. A CD entitled "Heart Program Forms, Handouts, Recruitment Poster".
 3. A CD entitled "The United Church of Canada Policies, Training and Program Materials".
- At your governing body (Official Board/Church Board/Church Council), conduct a discussion about violence and harassment, using the discussion guide entitled: QUESTIONS TO ENCOURAGE DIALOGUE AND CONVERSATION Regarding Harassment and Violence in the Workplace. This guide is found on the United Church CD in the document entitled "The United Church of Canada - Violence and Harassment Policies including Procedures, Measures and Programs."
 - Carefully review the policies included in that same document. These include:
 - Occupational Health and Safety Act (OHSA) HARASSMENT POLICY
 - Ontario Human Rights Code HARASSMENT POLICY
 - Occupational Health and Safety Act (OHSA) VIOLENCE POLICY
 - Customize the policies for your workplace using the writeable Policies found on the Toronto Conference website at: <http://www.torontoconference.ca/resources/206-violence-and-harassment-legislation>
 - Pass a motion adopting the policies.
 - Print the policies.
 - Post the policies for all workers to see.
 - Send a copy of the policies to the Presbytery office.
 - Identify which individual or individuals will be responsible to complete necessary surveys and documentation with regard to the Act
 - Ensure all employees ("workers") are trained regarding their rights and responsibilities. Either provide them with log in access to the online Bill 168 Employee Training webinar OR provide them access to the CD containing the training webinar. This CD is entitled The United Church of Canada Policies, Training and Program Materials.
 - Complete the Annual Policy Review & Update form found on page 43 of the Heart Program Manual as well as on the CD
 - Complete Safety & Security Risk Factors Specific to our Company, found at page 50 in the Heart Program Manual as well as on the CD that contains the forms and handouts.
 - Complete Job Description Review for Risks of Violence, page 54 in the Heart Program Manual as well as on CD
 - Coordinate Create Prevention Plans, page 114 in the Heart Program Manual and on the CD

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