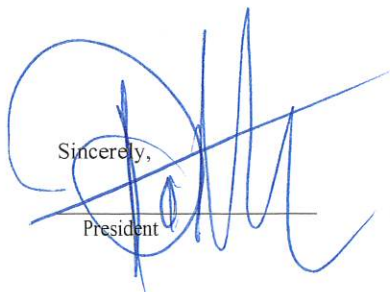




THE PRESIDENT 'S MESSAGE
Code of Ethics for Viana Roofing & Sheet Metal
Policy Statement

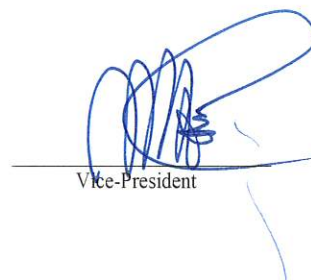
- Comply and demand compliance with the code of Ethics of the Company and to that end make the Code known and establish appropriate mechanisms to guarantee application.
- Treat employees with dignity, respect, and justice, taking into consideration their different cultural sensitivities.
- Not discriminate against employees on the grounds of race, religion, age, nationality, sex and or any other personal or social condition different from the conditions of merit and capacity.
- Not permit any form of violence, harassment, or abuse at the workplace.
- Recognize the rights of association.
- Promote professional development, training, and promotion of employees.
- Link remuneration and the promotion of employees to their conditions of merit and capacity.
- Establish and communicate clear criteria and rules, which maintain a balance between the rights of the Company and those of the employees in hiring processes and in the separation thereof, even in the case of voluntary change in employee.
- Guaranty health & safety on the job, taking any such measures as are considered reasonable to maximize prevention of occupational risk.
- Look to reconcile work at the Company with personal and family life of the employees.
- Look to achieve the occupational integration of persons with incapacities or handicaps, eliminating barriers of all kinds in the ambit of the Company to achieve insertion.
- Facilitate the participation of employees in the social action's programs of the Company.
- Always conduct work and professional manner free from competitive abuses.
- Abusive language of any form SHALL not be tolerated.
- No- compliance of the above may result in dismissal.

Sincerely,


President



Co-chair Employee



Vice-President



WORKPLACE ANTI-VIOLENCE, HARASSMENT AND SEXUAL HARASSMENT PROGRAM

PURPOSE:

VIANA ROOFING & SHEET METAL LIMITED is committed to building and preserving for its employees a safe, productive, and healthy working environment based on mutual respect. In pursuit of this goal, VIANA ROOFING & SHEET METAL LIMITED does not condone and will not tolerate acts of violence, harassment, or bullying against or by any VIANA ROOFING & SHEET METAL LIMITED employee.

Our Workplace Anti-violence, Harassment, and Sexual Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds inoffensive, others may not. Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not, be it spoken, gestural, pictorial, or some other form of communication, which may be deemed objectionable or unwelcome.

DEFINITIONS:

Workplace violence:

workplace violence is the exercise, statement, or behavior of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment such as a forklift);
- Any threat, behavior, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- Disruptive behavior that is not appropriate to the work environment (e.g., yelling or swearing).

Domestic violence:

A person who has a personal relationship with a worker—such as a spouse or former spouse, current or former intimate partner or a family member—may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

Personal harassment:

Any unsolicited, unwelcome, disrespectful, or offensive behavior that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

- Behavior that is hostile in nature or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;

Sexual assault:

- For the most part, victims of sexual harassment are female; however, conduct directed by female employees towards males or between persons of the same sex can also be held to constitute sexual harassment;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means; and
- Any threats of physical violence that endanger the health and safety of the employee.

Racial/ethnic harassment:

Any conduct or comment, which causes humiliation to an employee because of their racial or ethnic background, their colour, place birth, citizenship, or ancestry. Examples of conduct, which may be racial or ethnic harassment, include:

- Unwelcome remarks, jokes, or innuendos about a person's racial or ethnic origin;
- Colour, place of birth, citizenship, or ancestry;
- Displaying racist or derogatory pictures or other offensive material;
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment; and
- Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

The following definitions are taken from the *Occupational Health and Safety Act*:

Workplace Harassment:

- (a) *Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or*
- (b) *Workplace sexual harassment.*



Workplace Sexual Harassment:

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

GUIDELINES:

VIANA ROOFING & SHEET METAL LIMITED is committed to providing a safe and healthy work environment, free from violence, threats of violence, discrimination, harassment, sexual harassment, intimidation, and any other misconduct. Similarly, weapons are strictly prohibited from the company's premises; violators will be subject to disciplinary action, and the incident will be reported to the police.

It is also a violation of the Workplace Anti-violence, Harassment, and Sexual Harassment Policy of VIANA ROOFING & SHEET METAL LIMITED for anyone to knowingly make a false complaint of violence or harassment or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and corrective action, up to and including termination of employment.

This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

VIANA ROOFING & SHEET METAL LIMITED will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles and responsibilities, as well as this policy, the corresponding program, and all workplace procedures. In addition, a copy of this policy will be made available to all employees.

VIANA ROOFING & SHEET METAL LIMITED will, in consultation with the (Joint Health and Safety Committee or Health and Safety Representative) develop a written program to implement this policy.

Application of this Policy

This policy applies to all individuals working for the organization, including front-line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers, and directors. The organization will not tolerate violence or harassment, whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

VIANA ROOFING & SHEET METAL LIMITED will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds listed in the definitions for violence and harassment, whether during the hiring process or during employment. This commitment applies to such areas as training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

All VIANA ROOFING & SHEET METAL LIMITED employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behavior and to intervene immediately if they observe a problem or if a problem is reported to them.

For the purposes of this policy, harassment and bullying can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Violence Risk Assessment

VIANA ROOFING & SHEET METAL LIMITED will conduct a risk assessment of the work environment to identify any issues related to potential violence that may affect the operation and will institute measures to control any identified risks to employee safety. This information will be provided to the joint health and safety committee or safety representative.

The risk assessment may include review of records and reports: e.g., security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Specific areas that may contribute to risk of violence may include, but are not limited to, contact with the public, exchange of money, receiving doors, and working alone or at night. Research may also include a review of similar workplaces with respect to their history of violence.

VIANA ROOFING & SHEET METAL LIMITED will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to meet the person in the performance of their job duties
- There is a potential risk of workplace violence as a result of interactions with a person with a history of violence.
- The company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Reporting Violence or Bullying:

If you are either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all VIANA ROOFING & SHEET METAL LIMITED employees that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to management, or the Human Resources department.



Investigating Reports of Violence or Bullying:

The company shall:

- Investigate all reported acts and incidents of violence, and consult with other parties (e.g., legal counsel, health and safety consultants, JHSCs, employee assistance provider, human rights office, local police services).
- Take all reasonable measures to eliminate or mitigate risks identified by the incident.
- Document the incident, its investigation, and corrective action taken.
- Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace.
- Review this policy and hazard assessment annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed.
- Review annually, in conjunction with review of the hazard assessment, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

The joint health and safety committees/safety representative will:

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- Review all reports forwarded to the JHSC regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm.)
- Recommend corrective measures for the improvement of the health and safety of workers.
- Respond to employee concerns related to workplace violence and communicate these to management.
- In addition, JHSCs may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.

Reporting Discrimination or Harassment

Informal Procedure:

If you believe you have been personally harassed, you may:

- Confront the harasser personally or in writing pointing out the unwelcome behavior and requesting that it stop; or
- Discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to your supervisor or manager, or to another member of management if the complaint relates to your supervisor or manager.

Formal Procedure:

If you believe you have been personally harassed, you may make a written complaint. The written complaint must be delivered to (Company Representative/Job Title). Your complaint should include:

- The approximate date and time of each incident you wish to report;
- The name of the person or persons involved in each incident;
- The name of any person or persons who witnessed each incident; and
- A full description of what occurred in each incident

Investigating Reports of Discrimination or Harassment:

Once a written complaint has been received, VIANA ROOFING & SHEET METAL LIMITED will complete a thorough investigation.

The organization will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

Harassment should not be ignored, as silence can and often is interpreted as acceptance. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against. VIANA ROOFING & SHEET METAL LIMITED will ensure that all information obtained during the course of an investigation will not be disclosed, unless the disclosure is necessary for the purposes of investigating or taking corrective action or is otherwise required by law.

Notice of accident, explosion, fire, or violence causing injury:

If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the following:

For the purposes of this section, the following definitions apply:

Complainant – The person who has made a complaint about another individual whom they believe committed an act of violence, discrimination, or harassment against them.

Respondent – The person whom another individual has accused of committing an act of violence, discrimination, or harassment.



The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses; and
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.
- The respondent is invited to reply in writing to the complainant's allegations, and the reply will be made known to the complainant before the investigation proceeds further.
- The company will protect from unnecessary disclosure the details of the incident being investigated and the identities of the complainant and the respondent.
- During the investigation, the complainant and the respondent will be interviewed, as will any possible witnesses. Statements from all parties involved will be taken and documented, and a decision will be made.
- If necessary, the company may employ outside assistance or request the use of legal counsel.
- Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
- Upon completion of the investigation, VIANA ROOFING & SHEET METAL LIMITED will inform both the complainant and respondent in writing of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation.
- Where practicable, the complainant and respondent will receive notification of the results of the investigation within 10 days of the investigation being completed.

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent.

If the complainant decides not to lay a formal complaint, senior management may decide that a formal complaint is required (based on the investigation of the incident) and will file such documents with the person against whom the complaint is laid (the respondent).

If it is determined that harassment in any form has occurred, appropriate disciplinary measures will be taken as soon as possible.

Seeking Immediate Assistance

Canada's *Criminal Code* addresses violent acts, threats, and behaviors, such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor, client, or customer, an immediate call to "911" is required.

Summoning for Immediate Assistance Procedure

If a worker is in need of immediate assistance, they shall yell for help, since office, shop, and sites do not have wall barriers.

The Right to Refuse Unsafe Work

- The right to refuse unsafe work is a legal right of every worker provided by the *Occupational Health and Safety Act*. VIANA ROOFING & SHEET METAL LIMITED is committed to ensuring a safe workplace.
- If you wish to pursue this right, please refer to the Work Refusal Policy.

Special Circumstances

Should an employee have a legal court order (e.g., a restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to the Human Resources department. This will be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at VIANA ROOFING & SHEET METAL LIMITED, in direct violation of the court order, so that VIANA ROOFING & SHEET METAL LIMITED may take all reasonable actions to protect the employee. Such information shall be kept confidential and protected in accordance with all applicable legislation.

If any visitor to the VIANA ROOFING & SHEET METAL LIMITED workplace is seen with a weapon (or is known to possess one), or makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and the Human Resources department.

All records of harassment and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, VIANA ROOFING & SHEET METAL LIMITED will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Fraudulent or Malicious Complaints

This Anti-violence, Harassment, and Sexual Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken.

Disciplinary Measures

If it is determined by the company that any employee has been involved in a violent behavior, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning, or dismissal.



Record Keeping

VIANA ROOFING & SHEET METAL LIMITED will ensure that appropriate records of complaints and investigations relating to workplace harassment and sexual harassment are kept, including:

- A copy of the complaint or details about the incident;
- A record of the investigation including notes;
- A copy of the investigation report (if any);
- A summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if the alleged harasser is a worker of the employer; and
- A copy of any corrective action taken to address the complaint or incident of workplace harassment.

Confidentiality

VIANA ROOFING & SHEET METAL LIMITED will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. VIANA ROOFING & SHEET METAL LIMITED will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the company and will be proportional to the seriousness of the behavior concerned.

VIANA ROOFING & SHEET METAL LIMITED will also provide appropriate assistance to any employee who is the victim of violence, discrimination, or harassment.

Managing and Coaching

Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a manager’s or supervisor’s responsibilities in these areas.

Policy Review

As required by the *Occupational Health and Safety Act*, VIANA ROOFING & SHEET METAL LIMITED will review this policy annually and will post the policy in a conspicuous place in the workplace.

Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Workplace Anti-violence, Harassment, and Sexual Harassment Policy of VIANA ROOFING & SHEET METAL LIMITED.

I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

ROLES AND RESPONSIBILITIES:

Employer Responsibility:

- Post a policy statement on our central communicate board regarding Workplace Anti-violence, Harassment, and Sexual Harassment Policy of VIANA ROOFING & SHEET METAL LIMITED.
- Ensure workers are made aware of our workplace violence program and trained on how to recognize workplace violence through New Hire orientation and our workforce safety meetings.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence.
- Inform employees if they are working in an area where there is a potential for violence and identify any risks that are specific to that area.
- Ensure that every reported incident of workplace violence is investigated, and potential areas for improvement is identified.

Project Manager Responsibility:

- During PJO (planned job observation) routines, project managers will evaluate the foreman's JSA's.
- Investigate any report forwarded to you regarding any complaint /event of workplace violence and forward
- investigation results to the company health and safety coordinator.

Supervisor Responsibility:

- Perform a Harassment Violence JSA evaluation along with initial JSA on new jobsites.
- Respond appropriately to any compliant or observance of workplace violence on the project.
- Ensure the violence event /complaint is properly investigated and reported to the project manager.

Employee Responsibility:

- Workers are expected to notify their foreman or another member of our management of any threats, which you have witnessed, received, or have been told that another person has witnessed or received. All investigations will be handled in as discreet and confidential a fashion as possible. No person will be adversely affected in employment as a result of bringing complaints or participating in an
- Employees are required to be familiar with and follow the procedures that are in place to protect them from workplace violence.
- Employees are not to bring or be in possession of any types of weapons whatsoever while at work, or use (or threaten to use) any object as a weapon. Such behavior is subject to disciplinary action including termination

COMMUNICATION:

Our workplace violence program will be communicated through the following methods:

- Workplace Violence Policy programme shall be posted on our central communicate board at headquarter facility.
- New Hire worker safety program orientation session will give mention of our program.
- Our Joint Health and Safety Committee will be kept informed of any workplace violence event.



The Policy will be reviewed as needed and any changes will be communicated by the supervisor to workers immediately! , or as soon as possible, after the changes are made.

TRAINING:

Viana Roofing & Sheet Metal. Ltd. shall ensure that the individual(s) responsible for this policy have training and understanding of the confidentiality and security of Worker information as well as privacy principles. Training in workplace violence identification and reporting procedures shall be done through New Worker Safety Orientation and site-specific orientation to the Workplace Violence, Harassment and Discrimination Prevention Program. All training records shall be kept on file by the company Health & Safety Manager.

EVALUATION:

Our workplace violence program will be evaluated on an as needed basis by our company health and safety coordinator, with collaboration by the Joint Health and Safety Committee. The program standards and effectiveness of implementation shall be assessed, and revisions made as required to address areas of deficiencies noted.

COMUNICATION:

Our workplace violence, harassment and discrimination program shall be communicated through the following methods:

- Workplace Violence, Harassment and Discrimination Policy shall be posted on our central communication board at headquarter facility
- During our “New Hire” safety orientation session
- Our Joint Health and Safety Committee shall be kept informed of any workplace violence event

ACCOUNTABILITY:

All workplace parties are accountable to comply with the policy, program, measures and procedures relating to workplace violence, harassment and discrimination.

RECORDS:

All records of reports and investigations of workplace violence, harassment and discrimination are kept for a period of five years following the report.

PROGRAM REVIEW:

This Violence, Harassment and Discrimination Program shall be reviewed annually, and records of the review shall be retained. Any changes shall be communicated by the supervisor to workers immediately or as soon as possible after the changes are made.

REFERENCE:

LEGISLATED AUTHORITY

- OHS Act 25 Bill 168
- OHS Act s 32 & s 52

FORMS:

- *Harassment/Violence Incident Form*
- *Workplace Violence Assessment Form*
- *Worker Violence Risk Assessment Questionnaire*

Legal Reporting Requirements

The employer's duty to notify the MOL				
Accidents and occupational illnesses must be reported to the Ministry of Labour, the H&S representative or JHSC, and trade union, if any, in the following circumstances:				
Occurrence	What is Required	When	By Whom	To Whom
Fatality or Critical Injury Act, s. 51(1) Reg. 834 for definition	Notify directly	Immediately, by telephone, telegram, fax or any direct means	Constructor, if any, and employer	<ul style="list-style-type: none"> • MOL • JHSC • H&S Rep. • Trade Union
	Written report Content as outlined by Reg. 213/91, s. 8	Within 48 hours	Written report by employer only	<ul style="list-style-type: none"> • MOL
Injury (Non-Critical) Causing lost time, or requiring medical treatment Act, s.52(1)	Notice in writing Content as outlined by Reg. 213/91, s.9(2) in case of a worker	Within 4 days of occurrence	Employer	<ul style="list-style-type: none"> • MOL • JHSC • H&S Rep. • Trade Union
Occupational Illness Act, s. 52(2)	Notice in writing Content as outlined by Reg. 213/91, s.9(2) in case of a worker	Within 4 days of being advised	Employer	<ul style="list-style-type: none"> • MOL • JHSC • H&S Rep. • Trade Union
Prescribed Incident (see next section) Act, s. 53 Reg. 213/91, s. 11(1) for list	Notice in writing Content as outlined by Reg. 213/91, s. 11(2)	Within 2 days of the occurrence	Constructor of the project	<ul style="list-style-type: none"> • MOL • JHSC • H&S Rep. • Trade Union



GENERAL PHYSICAL ENVIRONMENT ASSESSMENT:

Security System Testing	Y			<ul style="list-style-type: none"> • Test the security systems regularly • Test individual security devices prior to use and regularly while in use • Gate control
Designated safe area workers can go during a workplace violence incident. (The Boardroom)	Y			<ul style="list-style-type: none"> • The room has: <ul style="list-style-type: none"> ◦ Clear entry ◦ A lock that can be used from the inside, but which can also be accessed by management/security ◦ A means of summoning immediate assistance
Workers and supervisors are trained in all relevant measures and procedures that will protect them from violence associated with the workplace's physical environment	Y			<ul style="list-style-type: none"> • Information, instruction or training includes: <ul style="list-style-type: none"> ◦ Risks of workplace violence arising from their job or location ◦ Annual review of workplace violence & harassment policy, program and emergency response procedures ◦ Other relevant measures and procedures

Physical Environment	Yes	No	N/A	Existing Controls
Have you assessed the following?				
Outside building and parking lot	Y			<ul style="list-style-type: none"> • Clear sightlines (look at landscaping, layout and bushes) • Good lighting • Designated entry doors • Gated rear entry
Entry control and security system	Y			<ul style="list-style-type: none"> • Coded doors/security doors • Doors (front) locked • Worker ID FOB/key required to enter • Closed-circuit video system • Alarms (sounding) • Yard gate closed at all times
Reception and waiting area	Y			<ul style="list-style-type: none"> • Visitors required to sign in and be accompanied by Provincial staff • Clear sightlines • Means of communication • No heavy or sharp objects
Exits	Y			<ul style="list-style-type: none"> • Exit signs • Good lighting • No obstructions • Panic bars to allow escape • All exits marked with lit signs (with battery backup) • All aisle ways kept clear and inspected monthly • Able to exit from any emergency exit
Washroom	Y			<ul style="list-style-type: none"> • Clear sightlines • No public access to washrooms
Isolated areas	Y			<ul style="list-style-type: none"> • Gated yard with 10' wooden fence
Workplace location (neighboring businesses)				<ul style="list-style-type: none"> • Industrial area • Security cameras surround building

ASSESSMENT FOR SPECIFIC RISK: Working in small numbers.

Physical Environment	Yes	No	N/A	Controls
Do you have a security system?		N		<ul style="list-style-type: none"> Client has video surveillance
Can workers summon immediate assistance when workplace violence occurs or is likely to occur?	Y			<ul style="list-style-type: none"> Supervisors have company cell phones & two-way radios All workers are provided internal and external numbers for workers to call <ul style="list-style-type: none"> At all hours of operations Posted or otherwise readily available
Is public access to the workplace restricted?	Y			<ul style="list-style-type: none"> Restrict public access to the workplace by posting signs Project perimeter is fenced and has a gate Visitors must sign in Visitors must be escorted by a staff member
Do workers work at times of increased vulnerability, such as early in the morning or at very quiet times of the day?	Y			<ul style="list-style-type: none"> Assess higher-risk times and the need for additional measures to protect workers, such as: <ul style="list-style-type: none"> Having workers leave the building in groups Supervisor and worker meetings at 6 a.m. Always two people on site minimum
Are there any other risks associated with the physical environment and working alone?	Y			<ul style="list-style-type: none"> Industrial area. Two factories on this road. No other buildings or businesses Working alone not permitted
Do you have procedures for opening, closing or securing the workplace prior to starting and at the end of shifts?	Y			<ul style="list-style-type: none"> Supervisor and workers meet at site at 6 a.m. to open site
Do you maintain regular contact with workers who are working alone?	Y			<ul style="list-style-type: none"> Company OHS program does not allow working alone.
Are there other measures or procedures needed to protect workers from the risks of working alone?	Y			<ul style="list-style-type: none"> Company OHS program does not allow working alone.
Do you have procedures for workers to follow when dealing with strangers or intruders?	Y			<ul style="list-style-type: none"> Workers instructed to escort stranger to site supervisor and determine if person is authorized to be on site.
Are workers trained in safety routines for parking and leaving and returning to their vehicles?	Y			<ul style="list-style-type: none"> Well-lit parking lot Being observant – look and listen Carrying keys in hand Walking around the vehicle and checking the back seat before unlocking the vehicle Locking doors and keeping windows up Dangers of reading or writing in parked vehicles Maintaining a full gas tank and filling up at well-lit and busy gas stations
Are workers and supervisor provided with information, instruction and/or training to protect them from the risks of working alone?	Y			<ul style="list-style-type: none"> Training of risks of workplace violence arising from their job or location Information of relevant measure and procedures Specific project risk assessment for violence is part of project-specific orientation Violence risk assessment is a standard JHSC agenda item to ensure it is current



Workplace Violence/Harassment Pre-Job Risk Assessment Form

To be completed prior to starting onsite work for a new project.

ASSESSER:	
Company:	
Name:	
Location:	
Date:	

PARKING LOT:	YES	NO
Is there enough lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Are company vehicles parking onsite after hours?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is there a secured parking lot for company vehicles after hours?	<input type="checkbox"/>	<input type="checkbox"/>
Have vehicles been stolen from the parking lot?	<input type="checkbox"/>	<input type="checkbox"/>
Have vehicles been broken into?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

JOBSITE & SURROUNDINGS:	YES	NO
Is your jobsite near any buildings or business that are at risk from violent crime (i.e. bank, bars)?	<input type="checkbox"/>	<input type="checkbox"/>
Do violent, criminal, drunk, or drugged persons ever come into your work area?	<input type="checkbox"/>	<input type="checkbox"/>
Is the jobsite located in a high-crime area?	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of vandalism?	<input type="checkbox"/>	<input type="checkbox"/>
Is the site located in a dense manufacturing area?	<input type="checkbox"/>	<input type="checkbox"/>
Are you isolated from other buildings?	<input type="checkbox"/>	<input type="checkbox"/>
Is there graffiti on the buildings or on site?	<input type="checkbox"/>	<input type="checkbox"/>
Are garbage areas, external buildings, or equipment that workers use:		
• In an area with good visibility?	<input type="checkbox"/>	<input type="checkbox"/>
• Close to main building/construction trailer with no possible hiding places?	<input type="checkbox"/>	<input type="checkbox"/>
Is your building/trailer shared with other businesses/trades?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is entry to your area controlled?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system to alert workers if unauthorized persons enter?	<input type="checkbox"/>	<input type="checkbox"/>
Are work places/work zones designed so that public and private spaces are clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

SIGNS:	Y S	N O
When you enter the building/jobsite, are there signs to identify where you are?	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs inside the building/toolbin showing you, where to get emergency assistance if needed?	<input type="checkbox"/>	<input type="checkbox"/>
If no, what signs are needed:		
Can the posted signs be easily seen by everyone?	<input type="checkbox"/>	<input type="checkbox"/>
If no, where should these signs be located?		
Impression of overall signage:	<input type="checkbox"/> Very Poor <input type="checkbox"/> Poor <input type="checkbox"/> Satisfactory <input type="checkbox"/> Good <input type="checkbox"/> Very Good	
What other signs should be added:		
Comments:		

LIGHTING:	Y S	N O
List areas where lighting was a concern (too dark, or too bright) during inspection:		
Is the lighting evenly spread?	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the lights out?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

ACCESS / EGRESS:	Y S	N O
Is access/egress around the building/toolbin clear?	<input type="checkbox"/>	<input type="checkbox"/>
Is there safe access from toolbin to roof (work zone)?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

PATTERNS OF MOVEMENT:	Y S	N O
Do you arrive and leave at the same time every day using the same route?	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		



WORKER VIOLENCE RISK ASSESSMENT QUESTIONNAIRE

Date: _____	YES	NO
1. Have you experienced verbal abuse (e.g. swearing, insults, teasing, or bullying) while an Worker of this company?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did you report the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how did you report the incident(s) <input type="checkbox"/> orally? <input type="checkbox"/> in writing?		
What was the relationship of the abuser to you? <input type="checkbox"/> co-worker <input type="checkbox"/> client/customer <input type="checkbox"/> member of the public <input type="checkbox"/> other (describe) _____		
2. Have you experienced verbal or written threats (e.g. "If you don't get off my back, you'll regret it.") while an Worker of this company?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did you report the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how did you report the incident(s) <input type="checkbox"/> orally? <input type="checkbox"/> in writing?		
What was the relationship of the abuser to you? <input type="checkbox"/> co-worker <input type="checkbox"/> client/customer <input type="checkbox"/> member of the public <input type="checkbox"/> other (describe) _____		
3. Have you been threatened with physical harm (e.g. someone shaking a fist, throwing objects, committing vandalism) while an Worker of this company?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did you report the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how did you report the incident(s) <input type="checkbox"/> orally? <input type="checkbox"/> in writing?		
What was the relationship of the abuser to you? <input type="checkbox"/> co-worker <input type="checkbox"/> client/customer <input type="checkbox"/> member of the public <input type="checkbox"/> other (describe) _____		
4. Have you experienced a physical assault or attack while an Worker of this company?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did you report the incident(s)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how did you report the incident(s) <input type="checkbox"/> orally? <input type="checkbox"/> in writing?		
What was the relationship of the abuser to you? <input type="checkbox"/> co-worker <input type="checkbox"/> client/customer <input type="checkbox"/> member of the public <input type="checkbox"/> other (describe) _____		
5. Did you miss any time from work as a result of the violence or harassment?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please indicate the length of absence from work: _____ days/weeks/months		
6. Do you ever:		
Work alone or with a small number of co-workers?	<input type="checkbox"/>	<input type="checkbox"/>
Work late at night or early in the morning?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you concerned about work rage on the job?	<input type="checkbox"/>	<input type="checkbox"/>
What is the source of your concern?		
8. Do you believe that work rage in your workplace is a		
<input type="checkbox"/> high risk? <input type="checkbox"/> medium risk? <input type="checkbox"/> low risk?		