
Workplace Violence Prevention Policy

Policy Number: HS 003-1

Council Resolution: 083-2026-04-13

Policy Review: Yes, Annual

Next Review Date:

References: Alberta Occupational Health & Safety Act

Replaces: HS 003 (*Workplace Violence Prevention Policy dated 2020-01-13*)

The management of the Town of Beaverlodge is committed to preventing workplace violence and is ultimately responsible for workers' health and safety. The Town will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violence is not to be tolerated by any person at or outside of the worksite, including contractors, board members, public users, facility management and staff, customers, or clients. Violence is a serious issue that harms workplace culture and workers' health and safety.

The Town of Beaverlodge, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. All managers, supervisors, workers, volunteers, elected officials, prime contractors, contractors, and all worksite parties are obligated to uphold this directive and work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this directive, the workplace violence prevention procedures are available to all workers and worksite parties. The prevention procedures include measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

The Town of Beaverlodge will ensure this directive and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the content of the prevention directive and procedures.


Supervisors will adhere to this directive and the supporting procedures. Supervisors are responsible for ensuring that workers follow the control measures and procedures and that they have the information they need to protect themselves.

All workers must work in compliance with this directive and the supporting procedures. All workers are required to raise any concerns, incidents, or complaints about workplace violence and to report any violent incidents or threats to the appropriate person.

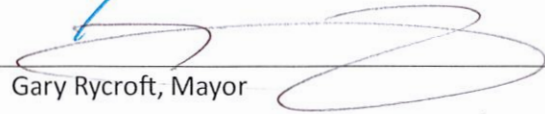
The Town of Beaverlodge will investigate all incidents and complaints of workplace violence objectively and promptly and take appropriate corrective actions to address them in a fair, respectful, and timely manner.

The Town of Beaverlodge pledges to respect the privacy of all concerned as much as possible. The Town will not disclose the circumstances of an incident of violence or the names of the complainant, the individual alleged to have committed the violence, or any witnesses. Disclosure of details and names of the individuals involved may be necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded, discriminated against, harassed, or otherwise criticized for acting in good faith while following this directive, complying with OHS legislation, and the supporting procedures for addressing situations involving workplace violence. This violence prevention directive does not discourage a worker from exercising the worker's rights under any other law, including the *Alberta Human Rights Act*, or contacting the police or filing a grievance.



Jeff Johnston, CAO Date April 13, 2026



Gary Rycroft, Mayor Date April 13, 2026

Annual Review Record

| Date | Resolution# | Date | Resolution# |
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