

North Island College
Protection of Employees from Violence in the Workplace

PROCEDURAL CHECKLIST

The following steps must be taken in the event of an incident or accident involving College employees on work status.

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| <input type="checkbox"/> Employee | Immediately inform Regional Administrator and supervisor about any incident or accident. |
| <input type="checkbox"/> Regional Administrator or designate | Ensure immediate response: call RCMP, close all or part of the campus or centre as required. |
| <input type="checkbox"/> Regional Administrator or designate | Ensure physical and emotional well-being of the employee and others affected. |
| | <input type="checkbox"/> - immediately advise employee(s) orally to consult a physician and/or counsellor or Employee and Family Assistance Program; and, follow up with a letter outlining support services available. |
| | <input type="checkbox"/> - WITHIN 24 HOURS OF THE INCIDENT, refer the employee(s) to Critical Incident Stress Debriefing (CISD) counsellor (list of qualified counsellors is available from Director, Human Resources) or consult CISD counsellor to ensure that there are no residual health or stress issues, and that due diligence has been done. |
| | <input type="checkbox"/> - one week later, ascertain employee(s) well-being and determine if they have consulted a physician and/or counsellor. If not, follow up in writing and advise the person to consult a physician and/or counsellor or Employee and Family Assistance Program. |
| | <input type="checkbox"/> - one week after the incident or accident, confirm with CISD counsellor that services have been provided to the employee(s). |
| <input type="checkbox"/> Regional Administrator or designate | If necessary, arrange protective measures for the employee and other members of the College community. |
| <input type="checkbox"/> Regional Administrator or designate | Immediately upon receiving information about any type of incident or accident, distribute the Incident Report (Risk Management Branch) as outlined in North Island College's Incident/Accident Reporting Procedures. |
| <input type="checkbox"/> Regional Administrator or designate | Immediately upon receiving information about any type of incident or accident, complete a WCB Form 7 and fax it to Human Resources. Process the original as outlined in the Accident/Incident Reporting Procedures. The local WCB office can offer assistance if required. (See page 2 for Risk Management procedures.) |

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| <input type="checkbox"/> Regional Administrator or designate | Immediately notify the President and the Director, Human Resources of the incident or accident and report all actions as they occur. |
| <input type="checkbox"/> Regional Administrator or designate | Contact Director of College Relations to develop a communication plan to inform the College community as necessary (see Crisis Communications Plan). |
| <input type="checkbox"/> Regional Administrator or designate | Coordinate a debriefing session as necessary to provide follow-up services to employee(s) involved, and others as necessary. |
| <input type="checkbox"/> Regional Administrator or designate | Take corrective action as indicated in the investigation report. |
| <input type="checkbox"/> Regional Administrator or designate | Document all developments and maintain all records pertaining to the incident or accident. |
| <input type="checkbox"/> President | If warranted, assign responsibility to investigate the incident or accident. |
| <input type="checkbox"/> President's investigation team | Investigate the incident or accident and provide written report for the President, according to direction. |
| <input type="checkbox"/> Director, Facilities and Ancillary Services | Upon receipt of an Incident Report (Risk Management Branch), may initiate an investigation through the Regional Occupational Health and Safety Committee Chair. |
| <input type="checkbox"/> Director, Facilities and Ancillary Services | Forward a copy of the investigation report to WCB. |
| <input type="checkbox"/> Regional OH&S Committee | Investigate the incident or accident and complete an investigation report within seven days. Distribute copies as outlined in the Accident/Incident Reporting Procedures. |
| <input type="checkbox"/> Human Resources | Within 72 hours of receiving WCB Forms 7 and/or 7A, notify WCB of the incident or accident by faxing the forms. |
| <input type="checkbox"/> Director, Human Resources | Advise appropriate union of incident or accident if appropriate under collective agreement. |