

**NIC Policy 2-10 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.

- Employee**                      Immediately inform Regional Administrator and supervisor about any incident or accident.
  
- Regional Administrator or designate**                      Ensure immediate response: call RCMP, close all or part of the campus or centre as required.
  
- Regional Administrator or designate**                      Ensure physical and emotional well-being of the employee and others affected.
  - 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.
  - **WITHIN 24 HOURS OF THE INCIDENT**, refer the employee(s) to Critical Incident Stress Debriefing (CISD) counsellor (list of qualified counsellors is available from Associate Vice President, People, Equity & Inclusion) or consult CISD counsellor to ensure that there are no residual health or stress issues, and that due diligence has been done.
  - 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.
  - one week after the incident or accident, confirm with CISD counsellor that services have been provided to the employee(s).
  
- Regional Administrator or designate**                      If necessary, arrange protective measures for the employee and other members of the college community.
  
- 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.
  
- Regional Administrator or designate**                      Immediately upon receiving information about any type of incident or accident, complete a WorkSafeBC Form 7 and submit it to Human Resources. Process the original as outlined in the Accident/Incident Reporting Procedures. The local WorkSafeBC office can offer assistance if required. (See page 2 for Risk Management procedures.)

- Regional Administrator or designate** Immediately notify the President and the Associate Vice President, People, Equity & Inclusion of the incident or accident and report all actions as they occur.
- Regional Administrator or designate** Contact Associate Director, Community & Public Affairs to develop a communication plan to inform the college community as necessary (see Crisis Communications Plan).
- Regional Administrator or designate** Coordinate a debriefing session as necessary to provide follow-up services to employee(s) involved, and others as necessary.
- Regional Administrator or designate** Take corrective action as indicated in the investigation report.
- Regional Administrator or designate** Document all developments and maintain all records pertaining to the incident or accident.
- President** If warranted, assign responsibility to investigate the incident or accident.
- President's investigation team** Investigate the incident or accident and provide written report for the President, according to direction.
- Director, Facilities, Safety and Security** Upon receipt of an Incident Report (Risk Management Branch), may initiate an investigation through the Regional Joint Occupational Health and Safety Committee Chair.
- Director, Facilities, Safety and Security** Forward a copy of the investigation report to WorkSafeBC.
- Regional Joint 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.
- Human Resources** Within 72 hours of receiving WorkSafeBC Forms 7 and/or 7A, notify WorkSafeBC of the incident or accident by submitting the forms.
- Associate Vice President, People, Equity & Inclusion** Advise appropriate union of incident or accident if appropriate under collective agreement.