College of Engineering

SITE SPECIFIC VIOLENCE PREVENTION PLAN

Preamble

The College of Engineering is committed to promoting a safe workplace, and has developed this site specific violence prevention plan as part of this commitment. The College will continually strive to conform to all aspects of the University of Saskatchewan Violence Policy (www.usask.ca/policies/3_09.htm). The definition of violence in the workplace is "the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives the worker reasonable cause to believe that the worker is at risk of injury.

The overall assessment by the Local Safety Committee is that members of the College of Engineering are exposed to a Low Degree of Risk on a day-to-day basis.

The risks in the College are linked to interactions between students and instructors, and between staff members and co-workers, including students, and supervisors in research groups and laboratories. It appears as though the behaviours that have been experienced are mainly a result of lack of respect for individuals, poor communication between coworkers and supervisors, and a poor understanding of the stress resulting from inappropriate behaviour.

Violence Prevention Plan

(1) A copy of the plan will be available on the College website. The College will adhere to the principles of the University of Saskatchewan Violence Policy (www.usask.ca/policies/3_09.htm).

(2) The College will follow the policies and procedures that are in place within the University. All complaints or reports of incidents of violence will be handled in an appropriate manner using common sense and the University procedures in place. Within a department, incidents should be reported, if possible, to the immediate supervisor and the Department Head. If uncomfortable with reporting the incident internally, any employee or student is encouraged to report an incident to the Dean's Office or through the appropriate channels in their union or through the University Resources listed below. Incidents will be handled with reference to the appropriate collective agreements or academic procedures.

(3) The College expects incidents of violence to be reported with the assurance that there will be no reprisals against employees or students who make legitimate complaints. If any suspicious or violent activity is observed at any time of day, Security Services should be called at 5555 or using the safety button on the SaskTel pay phones on the main floor. If a life threatening situation is occurring, then 9-911 should be called immediately.

(4) The College will encourage employees to attend training programs focused on violence prevention and safety protocols.

(5) The following information will be available in the Main Office (3B48): University of Saskatchewan Violence Policy, College of Engineering Violence Prevention Plan, and incident report forms.

(6) The College will re-evaluate the Violence Prevention Plan periodically.

2006-07-20

UNIVERSITY RESOURCES

Community Safety Office (CSO): **966-1957**

www.usask.ca/dhse/communitysafety
Receives and acts on concerns of personal safety, and administers the Violence Policy and Prevention Programs

Department of Health, Safety and Environment (DHSE): **966-8493**

www.usask.ca/dhse
Provides services for the creation and maintenance of a safe and healthy environment at the University

Department of Security Services (DSS): **966-5555**

www.usask.ca/security
24 hour service, including patrols, to provide initial response to all calls for service from assaults to lockouts. They attend medical emergencies, fire and intrusion alarms on campus.

Discrimination and Harassment Prevention Services (DHPS): **966-4936**

www.usask.ca/dhps
Provides confidential assistance with issues of harassment and discrimination

Employee Assistance Program (EAP): **966-4300**

www.usask.eap
Provides confidential assistance when life situations affect personal well-being

Occupational Health Committee (OHC):

www.usask.ca/ohc
Provides a forum for consultation between the University of Saskatchewan and employees on issues concerning health, safety and the environment. The Local Safety Committee in the College, has a website at: http://www.engr.usask.ca/information/building/building_ohs.html. Membership on the committee is given on the website. Any of the committee members can be contacted with regards to Health and Safety issues.

Responding to Sensitive Issues: A Guide to University Resources:

www.usask.ca/dhse/pdf/Sensitive Issues.pdf
Provides guidance as to how to handle issues that, if left unattended, may develop into a more serious problem

Safewalk: 966-7233 Sunday to Thursday 8:30 to 11:30 pm, or DSS at 966-5555

The University of Saskatchewan Students Union can provide escorts to parking lots or nearby place of residence

Sexual Assault Awareness Committee: **966-2339**

www.usask.ca/sas/retention/assault.html
Promotes awareness of sexual assault on campus, and the resources available for victims of sexual assault

Student and Enrolment Services Division: **966-2339**

www.usask.ca/sesd
Provides support services and programs for students and the University community

Student Counselling: **966-4920**

students.usask.ca/wellness/counseling/
Provides counseling services to registered students on campus

Student Health Centre: **966-5768**

students.usask.ca/wellness/health/shc/
Walk-in medical services, health care and education services to all registered students and their dependants

Emergency Safety Phones:

Emergency Safety Phones are located in student parking lots (Z, Y, P and E), staff parking lots (G, F and V), and two locations in the Bowl area (one along the southeast side of the Bowl, and one between the Arts Building and Murray Building), and connect directly to Security Services 24 hours a day.

SaskTel Pay Phones:

are equipped with five emergency buttons, which automatically connect the caller to one of the following: Security Services, USSU, Safewalk, Place Riel Information Centre, SaskTel Customer Service. If Security Services is reached, the location of the call will be identified by Call Display. There are two pay phones on the main floor of the Geology Building between the Main Office and the Natural Science Museum.