

### SAMPLE TERMS OF REFERENCE WORKPLACE VIOLENCE PREVENTION COMMITTEE

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*This sample Terms of Reference should be modified to reflect each unique hospital's needs*

#### WORKPLACE VIOLENCE PREVENTION COMMITTEE TERMS OF REFERENCE

##### GOALS

- To support the organizations' goal of increased staff and client safety by reducing the risks of acts of workplace violence
- To create a workplace violence prevention program that promotes a robust Internal Responsibility System (IRS) and culture of safety in collaboration with the unions and in consultations with the Joint Health & Safety Committee (JHSC)
- To continue to implement and improve the Workplace Violence Policy and program to ensure Click here to enter hospital name continues to be a leader on workplace violence prevention
- To provide the best quality of care to clients by supporting a caring and gentle approach to dealing with responsive behaviours (client aggression)
- To provide a safe working environment, thereby reducing the number and severity of staff incidents or accidents related to workplace violence
- To raise awareness of hazards/risks of workplace violence among all stakeholders and to take measures to identify and eliminate/minimize hazards/risks
- To share all information obtained and created in a clear and transparent manner, in consultation with the JHSC
- To identify opportunities and options related to education, knowledge transfer, and grant opportunities

##### PURPOSE OF THE COMMITTEE

- To conduct risk assessments of organizational factors related to workplace violence prevention, to recommend measures and procedures to control the hazards/risks identified in the risk assessments
- In consultation with the JHSC, to develop policies, measures, procedures related to workplace violence prevention
- To identify program goals based on policies, measures, procedures training and best practice both internally and externally

## Workplace Violence Prevention in Health Care Leadership Table

- To participate in the selection of control measures
- To implement provincial best practices, indicator identification, evaluation, and reporting related to workplace violence prevention (i.e. Balance Score Card, BSC)
- In consultation with the JHSC, to develop, establish and implement a training program for workers and supervisors/leaders, based on the learning needs assessment and desired outcomes
- To conduct an evaluation of the training program based on the desired outcomes
- To monitor statistics and trends related to workplace violence prevention to ensure hazards/risks are proactively identified and eliminated/minimized

### ACCOUNTABILITY

- The Committee is accountable to the Senior Team through the Workplace Violence Prevention Committee Chair
- The Committee provides timely progress reports and any recommendations to the Senior Team through the Joint Health and Safety Committee (JHSC), and other committees deemed appropriate by the organization

### MEMBERSHIP

- Workplace Violence Prevention Committee members will be reviewed and amended annually based on goals, opportunities, hazards/risks, and desired outcomes. (*attach membership list*)

### MEETINGS

- Meetings will be held on designated days on a monthly basis or as required, at the call of the Co-Chairs

### AGENDA AND MINUTES

- Minutes will be distributed to each member within 3 weeks after each meeting
- An agenda will be circulated at least one week before each meeting of the Committee or otherwise as agreed to
- Minutes will include copies of relevant materials discussed at each monthly meeting and will be shared with the Workplace Violence Prevention Committee
- Copies of the minutes will be provided to senior management and other clinical or services leaders and to the Co-Chairs

## Workplace Violence Prevention in Health Care Leadership Table

- Finalized, revised, and approved minutes will be provided to senior management and to the JHSC

### **ACTION PLAN**

- The Action items will be developed and updated after each meeting
- The Action items will be distributed to each member and reflected in the revised version for every meeting.

### **EVALUATION AND REVIEW OF THE WORKPLACE VIOLENCE PREVENTION PROGRAM**

- The WVPC will evaluate the WVP Program to measure its success and effectiveness and opportunities for improvement on an annual basis.

Acknowledgements: This tool was developed based on Michael Garron Hospital's Terms of Reference for a Workplace Violence Committee