

Appendix D–16

Sample Terms of Reference – Workplace Violence Prevention Multidisciplinary Committee

Goals:

- To support the organization’s goal of increased staff and client safety by reducing the risks of acts of workplace violence
- 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 risks of workplace violence among all stakeholders

Purposes of the committee:

- To conduct a risk assessment of organizational factors related to workplace violence
- To develop policies and procedures related to workplace violence prevention
- To identify desired outcomes based on policies, procedures and best practice
- To participate in the selection of control measures
- To assess learning needs of staff related to workplace violence prevention
- To develop a training program for employees based on the learning-needs assessment and desired outcomes
- To coordinate the implementation of the training program for staff
- To conduct an evaluation of the training program based on the desired outcomes

Accountability:

The committee is accountable to the senior team through the Workplace Violence Prevention Program leader. The committee provides timely progress reports to the senior team, the joint health and safety committee, and other committees deemed appropriate by the organization (e.g. quality practice committee).

Membership:

- Senior management
- Program Leader
- Educator or clinician
- Managers, supervisors
- Front-line staff
- JHSC
- Union representation
- Communications or PR support
- Security personnel (if applicable)
- Social worker
- Environmental or plant maintenance

Quorum: a majority of members

Meetings: monthly and as required, at the call of the chair

Agenda and minutes:

- Circulate an agenda before each meeting of the committee.
- Distribute minutes of the meetings to members after each meeting.
- Copy minutes to senior team members and other clinical or services leaders as designated by the organization.
- Give minutes of the meeting to the JHSC.