	Big Ox Energy- Siouxland, LLC Safety Management System		SSC.SAFE.POL.140- 030.WorkplaceViolence	
			Initial Issue Date	02/01/2017
<b>WORKPLACE VIOLENCE</b>			Revision Date:	10/02/2017
			Next Revision:	10/02/2018
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 2

## Purpose

The objective of this Standard is to clearly outline and communicate Big Ox Energy - Siouxland, LLC commitment to preventing violence in the workplace. This Standard has been developed to guide employees in the prevention of violence and the steps to be taken if violence occurs.

## Scope

The Health and Safety Manager will administer this program. Administration will include the development, implementation and maintenance of this code.

An annual evaluation shall be conducted by the Health and Safety Manager in consultation with the Health and Safety Committee and company managers to ensure the standard practices of this code are current and effectively protect our employees, contractors and clients.

## Responsibilities

Managers will ensure that violence is considered a workplace hazard while conducting and updating hazard assessments. Managers and supervisors will ensure that workers receive appropriate training in recognizing and preventing violence in the workplace. Managers and supervisors are responsible for disciplining individuals committing violence. Employees and contractors are responsible for recognizing the signs of violence and acting appropriately when violence occurs.

## Training and Competencies


All employees and certain contractors will be provided with training. At a minimum, workers will be provided instruction in:

- How to recognize workplace violence
- The policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence
- The appropriate response to workplace violence, including how to obtain assistance
- Procedures for reporting, investigating and documenting incidents of workplace violence.

## Recognition

Violence can be recognized as the threat or act of injuring a person physically. Early clues to behavior that might indicate aggression or difficulty in maintaining control include an increase in agitation and behaviors such as pacing, clenching or pounding fists, increased verbal hostility and anger. Aggressive people may also be under the influence of drugs or alcohol or be personally frustrated.

## Response

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When faced with a person who is displaying signs of aggression, maintain a comfortable distance from them. Agitated people require much more personal space than other people, and a safe distance should be maintained. Follow these guidelines when dealing with irate people:

- Focus on emotions first, try to remain calm and try to calm the other person.
- Try to avoid escalating the situation. Find ways to help the irate person save face.
- Listen carefully and try to put yourself in the person's circumstance so you can better understand how to solve the problem.
- If you cannot calm the person, call for help.

Continuing aggressive behavior should result in the person being asked to leave, if they fail to do this then the police should be called. If matters escalate and a client or co-worker becomes violent, get out of the situation immediately. Return to your vehicle or another safe area. If there are other people in the immediate vicinity, report the occurrence to them and obtain assistance. If there are no other people nearby, contact the nearest Big Ox Energy - Siouxland, LLC Office and report the occurrence. Seek medical attention as soon as possible. All victims of violence should be seen by a medical professional of their choosing. If you are seriously injured, do not drive yourself to medical aid, call for assistance.

### Reporting

All incidents of violence and threat of violence must be reported to Big Ox Energy - Siouxland, LLC Supervisors and Managers. Depending on severity, Corporate Human Resource Managers and a Health and Safety Manager should also be informed. A written report shall be kept of all incidents, including date, time, location, parties involved, what happened and any known reasons behind the violence.

If the person committing the violence was a Big Ox Energy - Siouxland, LLC employee or contractor, the Human Resource Manager will contact the individual and apply the company discipline policy. Violence is considered a serious offence and could result in suspension or termination.

If the person committing the violence is not a Big Ox Energy - Siouxland, LLC employee or contractor, the company he/she works for will be contacted by the Big Ox Energy - Siouxland, LLC Human Resource or Safety Manager regarding the situation and what is going to be done as a result.

**Prevention** All Big Ox Energy - Siouxland, LLC employees are provided with a method of communication which should be used to call for help or report violence immediately. Although violence is unusual in this industry, employees should always be aware of the potential and alert to signs of possible violent reactions.

### OTHER REQUIREMENTS

- Any insubordination in regards to this will be dealt with as per Big Ox Energy - Siouxland, LLC's Disciplinary Program.