CALGARY SAFETY CONSULTANTS

Violence and Harassment Prevention Plan Checklist

Check your plan against the law

How to use this checklist

Use this checklist to build a new workplace violence and harassment prevention plan or to review the one you have. Tick each item your plan covers, note where it appears, and list gaps in the review record. Work through it with your committee or representative. It's a summary, so check the current legislation for your jurisdiction before you finalize your plan.

- **Section 1** summarizes what each jurisdiction requires. **Sections 2 and 3** check your plan's contents.
- **Sections 4 to 7** check reporting, investigation, supports and domestic violence procedures.
- **Section 8** records training and communication. **Section 9** is the annual review record, followed by sign-off.
- **Names differ:** a plan (Alberta), policies and procedures (B.C.), policies and programs (Ontario), codes of practice (New Brunswick), a prevention policy (federal). This checklist uses "plan" for all of them.

Definitions

Term	Meaning
Policy	The short, signed statement of commitment and expectations.
Plan or program	The detail behind the policy: risks, controls, procedures for reporting, investigation and confidentiality, supports, training and review.
Complainant	The person who reports or complains about violence or harassment. The federal rules use "principal party".
Respondent	The person alleged to have harassed or been violent.
Impartial investigator	A person not involved, not supervised by the respondent and without a conflict of interest, with suitable training and knowledge.
Reprisal	Any negative action against someone for reporting in good faith or taking part in an investigation.

Section 1: Requirements by jurisdiction

Summary as of October 2026. Some requirements apply only to certain sectors, sizes of employer or where a risk is identified.

Jurisdiction	Main rules	What the plan must cover (summary)	Review
Alberta	OHS Act s. 1, 3 to 5; OHS Code Part 27	One combined violence and harassment prevention plan for every employer: controls, informing workers of threats, reporting, investigating, confidentiality. Hazards in the hazard assessment. Domestic violence precautions. Investigation reports kept 2 years.	When an incident shows a need, after changes, on committee request, at least every 3 years
British Columbia	OHS Regulation ss. 4.27 to 4.31; WorkSafeBC Policy P2-21-2	Violence (by non-workers): risk assessment, procedures, informing and instructing workers, advice to see a physician. Bullying and harassment: policy statement, prevention steps, reporting and complaint procedures, training.	Bullying and harassment items (a) to (d) annually
Saskatchewan	Sask. Employment Act s. 3-21; OHS Regulations, 2020 ss. 3-25, 3-26	Written harassment policy with listed statements, posted. Violence policy statement and prevention plan for all provincially regulated workplaces (since May 17, 2024): sites and positions at risk, controls, reporting, investigation, physician or counselling, training.	Violence plan at least every 3 years and after changes
Manitoba	WSH Regulation Part 10 (harassment), Part 11 (violence)	Written, posted harassment prevention policy with required statements and complaint, investigation and results procedures. Violence risk assessment; violence prevention policy in listed workplaces or where a risk is identified; investigation; annual report of violent incidents.	Not set in the sources cited

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Jurisdiction	Main rules	What the plan must cover (summary)	Review
Ontario	OHSA ss. 32.0.1 to 32.0.8	Violence and harassment policies (written and posted where 6 or more workers). Violence program: controls, summoning help, reporting, investigation. Risk assessment shared with JHSC. Written harassment program; investigation; results and corrective action in writing to the worker who complained and the alleged harasser, if a worker. Domestic violence precautions.	Policies and harassment program at least annually
Quebec	Act respecting labour standards ss. 81.18, 81.19; OHS Act s. 51	Psychological harassment prevention and complaint processing policy, made available, covering risk identification and control (including conduct of a sexual nature), training, conduct at work-related social activities, complaints and follow-up, protection of the people involved, case handling and confidentiality, with documents kept at least 2 years; part of the OHS prevention program or action plan. Measures to protect workers from physical or psychological violence, including spousal, family or sexual violence.	Not set in the sections cited
Nova Scotia	Violence in the Workplace Regulations; Workplace Health and Safety Regulations Part 27, Harassment in the Workplace (Sept. 1, 2025)	Violence (listed sectors): written risk assessment; prevention plan and posted statement where significant risk; reporting; prompt investigation. Harassment (all): written policy on expectations, reporting, investigation, confidentiality, non-retaliation; training.	Violence: at least every 5 years. Harassment: at least every 3 years
New Brunswick	Regulation 91-191, ss. 374.1 to 374.8	Violence risk assessment for every employer, including intimate partner and domestic violence. Violence code of practice for 20+ employees, listed work, or identified risk. Harassment code of practice for all. Privacy; training program.	Codes at least once a year
Prince Edward Island	Workplace Harassment Regulations; General Regulations Part 52	Written harassment policy with listed contents, including alternative complaint route, confidentiality and no reprisal; impartial investigator. Violence risk assessment; procedures where a risk exists; instruction; advice to see a physician.	Not set in the guides cited
Newfoundland and Labrador	OHS Regulations, 2012, ss. 22 to 24.2	Violence risk assessment and procedures; family violence precautions. Written harassment prevention plan with the committee, accessible to all; investigations; harassment training for employers and workers.	Harassment plan at least annually
Yukon	Violence and Harassment Prevention Regulation (2021)	Written policy and procedures for all employers. Officers can order a hazard assessment, controls, training or an impartial investigation.	See the regulation
NWT and Nunavut	NWT OHS Regulations s. 34 (harassment), s. 35 (violence); check Nunavut's matching regulations	Written harassment policy with listed contents. Written violence policy where violence has occurred or could reasonably be expected.	See the regulations
Federal	Canada Labour Code Part II; SOR/2020-130	Joint workplace assessment; prevention policy with set contents; emergency procedures; training within 3 months, then every 3 years; support information; resolution process within 1 year; records 10 years; annual report by March 1.	Workplace assessment every 3 years

Jurisdictions our plan must meet

- ☐ Alberta
- ☐ British Columbia
- ☐ Saskatchewan
- ☐ Manitoba
- ☐ Ontario
- ☐ Quebec
- ☐ Nova Scotia
- ☐ New Brunswick
- ☐ PEI
- ☐ Newfoundland and Labrador
- ☐ Yukon
- ☐ NWT or Nunavut
- ☐ Federal

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Section 2: Policy and plan contents

Plan element	In plan?	Section or page	Gap or action
Commitment that violence and harassment won't be tolerated, signed by the senior leader	☐		
Scope: workers, supervisors, contractors, volunteers, clients and visitors; on and off site; online	☐		
Definitions that match your law, with examples	☐		
Statement that reasonable management action isn't harassment	☐		
Statement that every worker is entitled to work free of harassment	☐		
Roles and responsibilities: leaders, supervisors, workers, committee	☐		
Risk assessment results: locations, positions and activities at risk	☐		
Controls to eliminate or minimize the risks	☐		
How workers are told about threats and people with a history of violence	☐		
Reporting procedures, including a route bypassing the employer or supervisor	☐		
How to summon immediate help in an emergency	☐		
Investigation procedures, timelines and how results are shared	☐		
Confidentiality and its limits	☐		
Protection from reprisal	☐		
Supports for affected workers	☐		
Domestic violence provisions	☐		
Training requirements and records	☐		
Other rights (human rights complaints, regulator) and review schedule	☐		

Section 3: Jurisdiction-specific items

Tick the items that apply to your jurisdiction and confirm your plan covers them.

- ☐ **Alberta:** one combined plan; plan says how workers will be informed of specific or general threats; investigation reports kept at least 2 years; time with a physician about the incident during regular hours treated as work.
- ☐ **British Columbia:** violence procedures for non-worker violence; bullying and harassment policy statement, procedures and annual review under Policy P2-21-2.
- ☐ **Saskatchewan:** harassment policy posted, with the listed statements; violence policy statement and prevention plan with counselling and training time counted as work.
- ☐ **Manitoba:** harassment policy posted; violence prevention policy in listed workplaces or where a risk is identified; annual report on violent incidents.

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- ☐ **Ontario:** policies in writing and posted (6 or more workers); written harassment program; results and corrective action in writing to the worker who complained and the alleged harasser, if a worker; annual review.
- ☐ **Quebec:** psychological harassment prevention and complaint processing policy made available, with all s. 81.19 contents (risk methods including sexual conduct, training, social activities, complaints, protection, case handling, confidentiality, 2-year document retention), built into the prevention program or action plan.
- ☐ **Nova Scotia:** harassment policy covering reporting, investigation, confidentiality and non-retaliation, reviewed every 3 years; violence plan in listed sectors.
- ☐ **New Brunswick:** harassment code of practice; violence code where required; annual review; training program.
- ☐ **PEI:** harassment policy with no-reprisal statement and impartial investigator; violence procedures where a risk exists.
- ☐ **Newfoundland and Labrador:** written harassment prevention plan reviewed annually; harassment training for the employer and workers.
- ☐ **Yukon, NWT and Nunavut:** written policy and procedures as the territorial regulations require.
- ☐ **Federal:** joint workplace assessment; policy with set contents; emergency procedures; training within 3 months and every 3 years; resolution process timelines; annual report by March 1.

Section 4: Reporting procedure checklist

- ☐ Workers can report to more than one person (supervisor, manager, safety or HR contact).
- ☐ There is a named route for reports about the supervisor, manager or owner.
- ☐ Reports are accepted verbally or in writing, from the person affected or a witness.
- ☐ The plan says who will contact the person, how quickly and what choices they have.
- ☐ Workers know how to get immediate help in an emergency (911, alarm, safe place).
- ☐ Every report is recorded, including those resolved informally.
- ☐ The plan states that good-faith reports and participation in investigations are protected from reprisal.
- ☐ Contact names and numbers are current and posted.

Section 5: Investigation procedure checklist

- ☐ Interim measures protect people without penalizing the person who reported.
- ☐ The investigator is impartial, trained and has no conflict of interest; an external investigator is used for serious cases or senior leaders.
- ☐ Both parties are told the allegations and can respond, and witnesses are interviewed separately.
- ☐ Documents, messages and schedules are gathered and kept securely.
- ☐ Information is shared only as needed to investigate, take corrective action or meet the law.
- ☐ Target timelines are set and the parties are kept updated.
- ☐ A written report sets out findings and the reasons for them.
- ☐ Both parties are told the results and any corrective action (in writing where required).
- ☐ Corrective actions are tracked to completion, and records are kept for the required period.

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Section 6: Supports for affected workers

- ☐ Immediate check-in on safety, first aid and getting home.
- ☐ Advice to see a physician or health professional of the worker's choice after an injury.
- ☐ Employee assistance program, counselling or victim services information provided.
- ☐ Pay protected for treatment, counselling or training time where the law requires it.
- ☐ Return-to-work and follow-up plan, including for witnesses and co-workers.
- ☐ Workers' compensation reporting checked for any injury, including psychological injury.

Section 7: Domestic violence that may reach the workplace

- ☐ The plan explains how a worker can raise a concern confidentially.
- ☐ Safety measures are agreed with the worker: call and visitor screening, escorts, changed hours or location.
- ☐ Protection orders are kept on file where provided, and staff know when to call police.
- ☐ Information is shared only with people who need it to keep someone safe.
- ☐ Leave and support options are explained.

Section 8: Training and communication record

Methods used

- ☐ New worker orientation
- ☐ Supervisor training
- ☐ Investigator training
- ☐ Refresher training
- ☐ Toolbox talk
- ☐ Policy posted
- ☐ Handbook or intranet
- ☐ Committee briefing

Date	Topic	Audience	Trainer	Number trained	Records filed
					☐
					☐
					☐
					☐
					☐
					☐

Worked examples

Situation	What a good plan says or does
A worker wants to report harassment by their own supervisor.	Names a second route, such as the general manager, owner or an external contact, and says the supervisor won't be told until the investigation needs it.
A client threatens a worker on the phone.	Tells the worker how to end the call safely, who to tell, how the threat is recorded and how other workers will be warned if the client calls or visits.
A complaint is made against the owner of a small business.	Uses an external, impartial investigator and explains how the complainant is protected from reprisal while it's resolved.
A worker discloses that an ex-partner has been waiting outside the workplace.	Agrees safety measures with the worker, limits who is told, and explains when police will be called.

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Section 9: Annual review record

Review date | **Reviewed by** | **Plan version**

Reason for review

- ☐ Scheduled review
- ☐ After an incident
- ☐ Change in work or location
- ☐ Committee request
- ☐ Change in law
- ☐ Officer direction

Reports received this year | **Investigations completed** | **Completed on target time** | **Workers trained / total**

- ☐ Risk assessment updated (see the risk assessment worksheet).
- ☐ Corrective actions from investigations checked for effectiveness.
- ☐ Training is current for every worker and supervisor.
- ☐ Legal requirements re-checked for each jurisdiction.
- ☐ Committee or representative consulted, and a summary shared with workers.

Change made to the plan	Owner	Due	Done	Notes
			☐	
			☐	
			☐	
			☐	

Common mistakes to avoid

- Copying a template without your own risk assessment.
- Only one reporting route, through the supervisor.
- Promising total confidentiality instead of explaining the limits.
- Investigations by someone involved or in the respondent's reporting line.
- Moving or penalizing the person who reported.
- Training once and never again, or missing the review date.

Sign-off

Senior leader | **Signature** | **Date**

Committee co-chair or representative | **Signature** | **Next review date**

Want help? Calgary Safety Consultants helps employers assess violence and harassment risks, write combined prevention plans with reporting and investigation procedures, and train workers and leaders. Call 1-888-231-0358 or visit calgarysafetyconsultants.ca. Free guide: calgarysafetyconsultants.ca/safety-guides/worker-health/violence-and-harassment-prevention-plan/.

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