

# Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,  
to nurture and strengthen spiritual growth to embody Christ in the world.

## A – 007 Violence in the Workplace

Draft J. Nilsson March 8, 2007

Revised date: November 23, 2018

Accepted: January 16, 2021

### 1. INTRODUCTION

This document explains Hope Lutheran Church policy on Violence in the Workplace.

### 2. PRINCIPLES

Hope Lutheran Church believes all staff are entitled to a Violence free workspace. Violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

### 3. APPLICATIONS AND PRACTICES

#### 3.1 Risk assessment

- The Church is located off Departure Bay Road in a single-family home neighbourhood, next to an elementary school and across from a shopping center. Our closest neighbour is a dental clinic with upstairs living quarters. Traffic on the street above the church is moderate with some traffic cutting through our driveway and parking lot as a short cut to the subdivision below.
- Church office is open from 9 am to 12 noon 5 days a week and staffed by volunteer staff. From time-to-time staff is working by themselves and have felt threatened. On occasion persons will visit the church office asking for money, food or some other items. On occasion persons, not members of our congregation, have unknowingly to the office staff entered through the unlooked upper-level entrance door. No violent encounters have taken place.

#### 3.2 Result of Risk assessment

Risk for violence is low.

#### 3.3 Prevention procedure

- Keep upper and lower entrance doors always looked when alone in church.
- Keep blinds in the office open so you can see who might want to enter the lower entrance door.
- If threatened report through 911
- If not threatened report to the RCMP at 250-754-2343.

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- Document incident.

## 4. REFERENCES

Sections 4.28 to 4.31 from BC Worksafe Violence in the Workplace  
[www.worksafebc.com](http://www.worksafebc.com)