	Raha International School		
	Occupational Safety and Health Management System		
	Violence at Workplace Procedure		
	Document No: RIS-OSH-P09-SOP10		



Document Name	Violence at Workplace Procedure		
Document Number	RIS-OSH-P09-SOP10		
Nature of Document	Confidential	<u>Yes</u>	Non-Confidential

Revision History

SN	Description	Revision Status	Date	Next Review Date	Pages Affected
00	Violence at Workplace Procedure	00	06/05/2020	05/05/2021	New Doc
01	Violence at Workplace Procedure	01	05/05/2021	04/05/2022	Revision
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1. Purpose

The purpose of this procedure is to outline the prevention violence at Raha international School.

2. Scope

This procedure is applicable for all the Raha international School employees and contractors.


3. Definition

Hazard

Any substance, physical effect or condition with potential to harm people or property.

4. Procedures

- RIS shall ensure training on workplace violence to its workers.
- Training shall include.
 - Identifying violence at workplace
 - Handle aggression and defuse hostile situations
 - Support recovering employees, provide advice and help them with administrative procedures.
- RIS shall ensure first aiders are suitably trained.
 - The first aid treatment
 - The procedures to call for medical assistance
- RIS shall provide adequate security personnel to ensure the safety of its students and employees.
- RIS employees must report all work-related violence cases to their heads or HSE officer.
- Whenever reasonably practicable, control measures shall be used to eliminate/reduce the risks of violence. Control measures may include
 - Security doors where access is via a security card or code
 - CCTV monitoring
 - Job rotation to reduce the amount of time workers are stressful.

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Controls related to Contractors and visitors

Contractors and visitors who are exposed to any violence shall immediately report the matter to the HSE officer.

5. Records

Records	Responsibility	Retention Period
Workplace violence incidents records	HSE Officer	5 years

6. Reference

1. OSHAD SF Version 3.1
2. OSHAD SF Version 3.1 Element 9 Compliance and Management Review.
3. OSHAD SF Version 3.1 CoP 13.0 – Violence in the Workplace V 3.1