

October 2010

TO: AFFILIATES

Dear Sisters and Brothers:

Workplace Violence & Harassment Workshop
Monday, December 6, 2010
9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m.
Auditorium, OFL Building, 15 Gervais Drive, Toronto

December 6 marks the anniversary of the 1989 École Polytechnique murders, in which 14 women were singled out because they were women, and murdered. The École Polytechnique was not only a college, but also a workplace. Two of the women murdered that day were members of the Canadian Union of Public Employees (CUPE). Ontario's unions with women's organizations fought and won measures under the *Occupational Health & Safety Act*. Bill 168 includes harassment and domestic violence as it follows women into the workplace.

The OFL and the Workers Health & Safety Centre are co-sponsoring two three-hour workshops on December 6, one in the morning and then repeated in the afternoon. The workshop will provide information and understanding of amendments to Ontario's *Occupational Health and Safety Act* which came into effect on June 15, 2010. These amendments have placed **significant duties on employers** relating to workplace violence and harassment.

Chief among these duties is the requirement for employers to develop and implement policies for workplace violence and harassment along with programs to implement these policies. To this end, the employer must also provide all workers with information and instruction on the content of these policies and related program measures. The new law also mandates specific actions by employers to address work-related domestic violence.

The WHSC has developed a new three-hour Workplace Violence & Harassment program to help prepare workplaces to fully comply with Bill 168. While the new legislation imposes several new responsibilities upon the employer, this module encourages all workplace parties, including joint health and safety committees, to work collaboratively to prevent workplace violence and harassment. The law mandates employers must assess risk factors and develop and implement policies and programs. This module provides specifics and tools to assess risk factors and what should be included within policies and programs to ensure compliance and be comprehensive. Sample policies will also be provided.

There is more work for us to do. Key actions are to ensure workers, especially women and those from equity-seeking groups, know their legislative rights and that the *Occupational Health & Safety Act's* provisions are enforced.

Registration – The workshop Registration Form is attached. The registration fee is \$20.00 for affiliated locals and \$30.00 for non-affiliated locals. Please return the completed form, together with a cheque payable to “OFL Workplace Violence & Harassment Workshop” no later than December 3, 2010.

Hotel Arrangements – Participants are responsible for making their own hotel arrangements. To book your hotel room, please contact the Toronto Don Valley Hotel and Suites at 416.449.4111 or toll-free at 1.877.474.6835 and indicate you are with the OFL to obtain the OFL room rate of \$139.00. This does not include taxes. Parking is \$11.95 per night.

Child Care – It is OFL Policy that we will provide child care services if more than ten (10) children are registered for this service. The Child Care Registration Form must be received by November 23, 2010, as we must make arrangements with the child care provider.

Personal Assistance Request Form – Accommodation can be provided for delegates with disabilities if advance notice is received. If services are needed, please complete and return the attached Personal Assistance Request Form by November 8, 2010.

Allergy Alert Notice – It is OFL policy that events are scent free to ensure the active participation of those with chemical sensitivity.

For more information, please contact Carrol Anne Sceviour, OFL staff workshop coordinator at 416.443.7670 or csceviour@ofl.ca. Additional forms may be obtained from the OFL website www.ofl.ca or by contacting Flora Clegg at 416.443.7679 or fclegg@ofl.ca or toll-free at 1.800.668.9138.

In solidarity,

MARIE KELLY
Secretary-Treasurer

cope343
ATTS.

cc: Patrick (Sid) Ryan, Terry Downey, Carrol Anne Sceviour, Vern Edwards
OFL Women's Committee, OFL Human Rights Committee, OFL Health & Safety Committee

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Registration Form

Organization _____ Local No. _____

Address _____

City _____ Postal Code _____

Telephone (Home) _____ (Work) _____

(Fax) _____ (Email) _____

REGISTRATION FEE
Affiliated Locals – \$20.00 Non-Affiliates – \$30.00

Please print clearly. Photocopy extra forms if needed.

| Last Name | First Name | Address | Postal Code | Please indicate a.m. or p.m. workshop |
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Enclosed is a cheque in the amount of \$_____ which covers _____ delegate(s).

Please complete and return the Registration Form with cheque payable to **“OFL Workplace Violence & Harassment Workshop”** no later than **December 3, 2010**, to the Ontario Federation of Labour, 15 Gervais Drive, Suite 202, Toronto, Ontario, M3C 1Y8 Attention: Flora Clegg.

If **Child Care** is required, please return completed form by **November 23, 2010**.

If **Personal Assistance** is required, please return completed form by **November 8, 2010**.

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Child Care Form

Please complete and return by November 23, 2010.

Name of Delegate _____

Organization _____ Local No. _____

Address _____

City/Province _____ Postal Code _____

Telephone (Home) _____ (Work) _____

Please indicate if you are attending the morning or afternoon workshop _____

Number of children requiring child care _____

| Last Name | First Name | Age | Sex | Health Card # |
|-----------|------------|-----|-----|---------------|
| | | | | |
| | | | | |
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Does your child(ren) have any special dietary or medical requirements? _____

Does your child(ren) have a nap during the day? _____

I give permission for my child(ren) to participate in an excursion. _____

Any special requirements for your child(ren) – (bottles, diapers, special food) – should accompany the child(ren). _____

Unfortunately, due to prohibitive costs, child care will not be provided if less than ten (10) children register. If this happens, you will be contacted by phone.

RELEASE FORM

I hereby release the Ontario Federation of Labour from any and all claims for damages to the safety or health of my child(ren), however caused.

 Signature of Parent or Guardian

Return to: Ontario Federation of Labour
15 Gervais Drive, Suite 202, Toronto, Ontario, M3C 1Y8
Attention: Flora Clegg Fax: 416-441-1893

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Personal Assistance Request Form

Please complete and return by November 8, 2010.

a.m. ___ or p.m. ___ Please indicate what workshop you wish to attend.

Name _____

Address _____

Affiliate Union _____

Phone Number (during working hours) _____

_____ Mobility impaired _____ Blind or visually impaired

_____ Will you be accompanied by a guide dog _____ Use of a wheelchair

_____ Will you have an attendant with you _____ Deaf or hearing impaired

Do you require material in alternate media? _____ Yes _____ No

If yes, please specify: _____

What services, if any, do you require if you are deaf, hearing impaired, blind or visually impaired?

Please specify: _____

Do you require special assistance in the event of an emergency? _____ Yes _____ No

Please provide details if you require attendant services:

Other comments: _____

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Toronto, Ontario, M3C 1Y8
Attention: Flora Clegg

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