

SAMPLE

Date

Employer
Director,
123 Main Street
Halifax, NS B3B 1W6

Dear _____:

RE: Workplace Violence Incident – (date of occurrence)

On behalf of the members of Local _____, I am writing to you in response to the incident of workplace violence that occurred on _____, involving name (staff member(s)) and one of our residents.

This incident demonstrated that we do have a potential for violence in our workplace and we should endeavor to take all available actions to protect the well-being of our workers and residents.

Therefore, we look forward to seeing the outcome of the investigation as required by Section 13 of the Violence in the Workplace Regulations.

We trust the JOHS Committee will also participate in this investigation as mandated by Section _____ of the *Occupational Health and Safety Act*.

The union/local looks forward to working with you to identify and implement appropriate controls on this hazard, the health and safety of all persons in our workplace is truly a cooperative endeavour.

We look forward to your response.

Respectfully yours,

Your name
President, CUPE Local _____

- c. Name, Recording-Secretary, CUPE Local _____
_____, CUPE National Representative
_____, CUPE Health & Safety Representative (optional)