



**POLICY NO. 4550**

**PREVENTION OF VIOLENCE IN THE  
WORK-PLACE**

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**POLICY**

The Board of School Trustees recognizes the right of all employees to work in an environment free from violence.

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 the worker is at risk of injury.

The Board of School Trustees believes that it is the responsibility of all personnel to identify situations of risk so that appropriate planning for prevention, intervention and follow-up can be put in place.

Provisions for dealing with violence between two or more employees of the Board will be covered by other Board policies and/or the terms of any Collective Agreement.

All records and incidents are to be treated in a confidential manner, in keeping with the Occupational Health and Safety Regulations with information being shared with those who may be in contact with the individual. The District's Health and Safety Committee will monitor health and safety hazards and make recommendations to the Board regarding changes to policy and procedures.

Legal Reference:       W.C.B. Act  
                              School Act



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#### REGULATIONS

##### 1. Risk Identification / Assessment

- 1.1 Identification of situations of risk of violence is the responsibility of all School District employees.
- 1.2 Identified situations involving risk of violence are to be reported immediately to the site Supervisor / Principal who shall advise the Assistant Superintendent of Human Resources.
- 1.3 The site Supervisor / Principal shall review the situation, in consultation with the appropriate District Personnel, to determine if an Action Plan is warranted. If an Action Plan is not developed, the site Supervisor / Principal shall report to the Assistant Superintendent of Human Resources, the steps taken that eliminated the risk of violence to workers.
- 1.4 Copies of reports outlined in 1.2, along with a summary of action taken, are to be forwarded to the District Health and Safety Committee and the Assistant Superintendent of Human Resources.

##### 2. Action Plan: Situation of Risk of Violence

- 2.1 Once a risk has been identified, an action plan will be developed by a Committee under the direction of the site Supervisor / Principal. Committee members will include:
  - site Supervisor / Principal (Chair);
  - employee at risk;
  - support person for employee; and
  - appropriate resource personnel, as required.
- 2.2 The Committee should reference the Ministry of Education Violence Prevention Handbook released May 1995 and the Workers' Compensation Board Regulations on the Protection of Workers from Violence in the Work-Place released November 1993. The Committee will:
  - 2.2.1 establish workplace polices, procedures and work environment arrangements to eliminate the risk to workers from violence;
  - 2.2.2 where elimination of the risk to workers is not possible, establish workplace policies, procedures and work arrangements to minimize the risk to workers; and,
  - 2.2.3 establish procedures for reporting, investigating and documenting incidents of violence in accordance with the requirements of the Workers' Compensation Board Regulations.

- 2.3 The Action Plan will include, but is not limited to, the following:
- name(s) of person(s) creating the risk;
  - name(s) of person(s) directly at risk;
  - a description of the demonstrated behaviour which is creating the risk;
  - a description of the expected appropriate behaviour, including the rationale;
  - efforts in the past, if any, to change behaviour;
  - circumstances which tend to cause at-risk behaviour, or an escalation of behaviour;
  - procedure / strategies to affect desired behaviour; and
  - consequence for violent misbehaviour, if appropriate.
- 2.4 Principals / Supervisors are responsible for filing all Action Plans at the work site with a copy forwarded to the District Health and Safety Committee and the Assistant Superintendent of Human Resources.

### 3. Orientation of Staff With Respect to Identified Risks

- 3.1 Where persons are known who may display violent behaviours, the site Supervisor / Principal will include the following in orienting staff to the risk of violence and to the nature and extent of the risk:
- review of this policy;
  - philosophy of the District;
  - current action plans at work site file;
  - emergency procedures in the event of a problem; and
  - reporting procedures.
- 3.2 Supervisors / Principals are to review this policy with staff at the beginning of each school year.
- 3.3 The identity of persons who may display violent behaviour or have a history of violent behaviour should be made known, in confidence, to all staff who may reasonably be required to have contact with that person.

### 4. Intervention

- 4.1 When an incident involving violence or the threat of violence occurs, the first action of all personnel will be to secure the safety of students, themselves and other staff.
- 4.2 Employees will then call for assistance, using their best judgment, balancing the severity of the incident with the most appropriate response. Assistance may be obtained from:
- immediate Supervisor;
  - school-based team;
  - District administration; and/or
  - community agencies, such as:
    - R.C.M.P.;
    - ambulance;
    - fire department.
- 4.3 As soon as practical, after an incident of violence or threat of violence, the site Supervisor / Principal and employee(s) involved will complete a report of the incident for

filing with the District Health and Safety Committee and the Assistant Superintendent of Human Resources.

- 4.4 The Board, through the District Health and Safety Committees, shall ensure that the corrective actions are taken in response to incidents of violence.
- 4.5 The Board shall ensure that an employee reporting an injury or adverse symptom as a result of an incident of violence be advised to consult a physician for treatment or referral.

5. Role of District Health and Safety Committee

- 5.1 Receive and file copies of all violence reports written under Section 1.4.
- 5.2 Review any new violence reports received.
- 5.3 Forward violence reports and associated documents that have raised concerns with the District Health and Safety Committee to the Assistant Superintendent of Human Resources. Along with the reports, the Committee will make recommendations towards the modification and refinement of workplace policy, procedures and work environment arrangements to eliminate or minimize the risk to employees of violence in the workplace.