



DISTRICT PRACTICE 10100
PREVENTION OF VIOLENCE IN THE
WORKPLACE

DISTRICT PRACTICE:

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 District Health and Safety Officer.
- 1.3 The site supervisor/principal shall review the situation, in consultation with the appropriate School 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 District Health and Safety Officer, 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 District Health and Safety Officer.

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 and the Workers Compensation Act Regulations on the Protection of Workers from Violence in the Work-Place. The committee will:
 - (a) establish work-place policies, procedures and work environment arrangements to eliminate the risk to workers from violence;
 - (b) where elimination of the risk to workers is not possible, establish work-place policies, procedures and work arrangements to minimize the risk to workers; and,
 - (c) establish procedures for reporting, investigating and documenting incidents of violence in accordance with the requirements of the *Workers Compensation Act* regulations.

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REFERENCES: [Workers Compensation Act](#); [School Act](#)

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- 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 District Health and Safety Officer.

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 School District;
 - current action plans at work site;
 - 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.

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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;
 - School District administration;
 - community agencies, such as:
 - R.C.M.P.;
 - ambulance;
 - fire department
- Call 911 when immediate response from police, fire or ambulance is required.
- 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 District Health and Safety Officer.
- 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 District Health and Safety Officer. Along with the reports, the Committee will make recommendations towards the modification and refinement of work-place policy, procedures and work environment arrangements to eliminate or minimize the risk to employees of violence in the work-place.

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