

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

POLICY

NO: 6050

DATE: 98-02-24

REVISED: 2014-05-06

SUBJECT: **PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES**

The Board of Education is committed to providing and maintaining a safe environment for its employees. In doing so, the Board also recognizes the potential for violence which exists in the workplace, the importance of having policies and procedures in place to address this risk and the need for the instruction of employees who may be exposed to this risk. The Board also recognizes its responsibility to provide appropriate services and support to those individuals whose behaviours may threaten injury or cause injury to employees of the District. The Board believes that it is the responsibility of all District personnel to work together to identify, report, investigate, document and control incidents of violence towards the minimization or elimination of the risk to employees of violence.

The Board of Education believes that it is the responsibility of all District personnel to work together towards providing a safe workplace for all employees. Towards this end, the Board of Education shall follow the WorkSafeBC Regulations on Violence in the Workplace. The Board will establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence (4.29). Where elimination of the risk to workers is not possible, procedures, policies and work arrangements will be established to minimize the risk to workers [4.29(b)]. Procedures for reporting, investigating and documenting incidents of violence, in accordance with the requirements of WorkSafeBC Regulations, will be established.

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REGULATIONS

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SUBJECT: **PREVENTION OF VIOLENCE IN THE WORKPLACE FOR EMPLOYEES**

1. The Board of Education 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.
2. Workers shall follow the procedures implemented for their protection and immediately report all incidents of violence.
3. 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.
4. Definition of Violence

"... 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".
(As defined in WorkSafeBC regulations)
5. Risks Identification
 - 5.1 Identification of situations of risk of violence is the responsibility of all School District employees.
 - 5.2 Situations involving risk of violence identified are to be reported immediately to the site Supervisor/Principal, the Secretary-Treasurer, and Superintendent of the Board.
 - 5.3 Copies of reports outlined in 5.2, along with a summary of action taken, are to be forwarded to the District Health & Safety Committee and the Secretary-Treasurer of the Board.
6. Action Plan: Situation of Risk of Violence
 - 6.1 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
 - appropriate resource personnel, as required

- 6.2 The Committee should reference WorkSafe BC (Workers' Compensation Board) Regulations on Violence in the Workplace. The Committee will:
- 6.2.1 establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence ,
 - 6.2.2 where elimination of the risk to workers is not possible, establish procedures, policies and work arrangements to minimize the risk to workers and,
 - 6.2.3 establish procedures for reporting, investigating and documenting incidents of violence in accordance with the requirements of WorkSafe BC Regulations.
- 6.3 The Action Plan will include, but is not limited to, the following:
- 6.3.1 name(s) of person(s) creating the risk,
 - 6.3.2 name(s) of person(s) directly at risk,
 - 6.3.3 a description of the demonstrated behaviour which is creating a risk,
 - 6.3.4 a description of the expected appropriate behaviour, including the rationale,
 - 6.3.5 efforts in the past, if any, to change behaviour,
 - 6.3.6 circumstances which tend to cause at-risk behaviour, or an escalation of behaviour,
 - 6.3.7 procedure/strategies to affect desired behaviour,
 - 6.3.8 consequence for violent misbehaviour, if appropriate.
- 6.4 Principals/Supervisors are responsible for filing all Action Plans at the work site with a copy forwarded to the District Health & Safety Committee.

7. Orientation of staff with respect to identified risks

- 7.1 Where persons are known who may display violent behaviours, the Principal/Supervisor will include the following in orienting staff to the risk of violence and to the nature and extent of the risk:
- 7.1.1 review of this policy,
 - 7.1.2 philosophy of the District,
 - 7.1.3 current action plans at work site file,
 - 7.1.4 emergency procedures in the event of a problem,
 - 7.1.5 reporting procedures
- 7.2 Supervisors/Principals are to review this policy with staff at least at the beginning of each school year.
- 7.3 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.

8. Intervention

- 8.1 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.

8.2 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,
- community agencies, such as:
 - R.C.M.P.
 - Ambulance
 - Fire Department

8.3 As soon as practical, after an incident of violence or threat of violence, the Principal/Supervisor and employee(s) involved will complete a report of the incident (Threat Assessment) for filing with the District Health & Safety Committee .

8.4 The Board, through the Principal/Supervisor, shall ensure that the corrective actions are taken in response to incidents of violence.

8.5 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.

9. Role of Safety Committee

9.1 Receive and file copies of all violence reports (Violent Incident Report Form).

9.2 Review monthly, any new violence reports received.

9.3 Forward, to the District Health & Safety Committee, violence reports and associated documents that have raised concerns with the school Safety Committee. Along with the reports, the Committee will make recommendations towards the modification and refinement of policy, procedures and work environment arrangements to eliminate or minimize the risks to employees of violence in the workplace.

10. Other

10.1 The Superintendent of Schools and the Secretary-Treasurer are ex-officio members of the District Health and Safety Committee.

Related Policies:

- Maintenance of Order and Protection of Pupils (#6225)
- Student Code of Conduct (#7007)
- Threat Assessment (#7008)
- Weapons, Violence, Bullying and Intimidation (#7420)