

VIOLENCE IN THE WORKPLACE

The objective of this procedure is to:

- promote a violence-free workplace for all employees;
- respect and protect the health, safety and dignity of all employees;
- empower employees to make and act on decisions regarding risk of violence;
- ensure employees are aware of and follow safety practices to prevent and respond to violent incidents;
- establish written practices to identify and address risks for each worksite using input from all work site employees, to be included in the School District Health and Safety Program Manual;
- offer critical incident debriefing and other support to employees affected by workplace violence; and,
- as a minimum, comply with Occupational Health and Safety regulations and applicable collective agreements.

Any work-related threats or acts of violence against employees, or their families, are unacceptable and will not be tolerated. All employees of the School District have a responsibility to know the procedures outlined in AP 420 and to follow these at all times. This includes the responsibility of all employees to identify situations of risk so that appropriate planning for prevention, intervention and follow-up can be put in place, as well as reporting any violent incidents to their Supervisor.

These procedures are to be reviewed annually by Supervisors and the School District Health and Safety Committee for effectiveness. If changes need to be made to the procedures to protect employees from the threats or acts of violence, then these changes will be recommended to the Superintendent (or designate) for approval.

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, or the worker's family, is at risk of injury.

1. The School District will develop procedures for the prevention of violence in the workplace, and ensure that each supervisor is trained in the procedures. Such procedures shall be included in the School District Health and Safety Program Manual.
2. Written records will be kept, including:
 - A list of job titles that could be exposed to violence in the workplace;
 - Risk assessments;
 - Minutes of safety meetings where the Violence in the Workplace policy, regulation and procedures were reviewed;
 - Investigation reports of violence in the workplace;
 - Records of training of personnel in the policy, regulation and procedures for Violence in the Workplace.
3. The Supervisor at each worksite will ensure that an annual review occurs, and that all appropriate records are kept for a period of no less than 10 years.
4. Workplace risk assessments must be undertaken and documented where a risk of violence has been identified. Procedures to minimize or eliminate that risk must then be put in place.

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5. The Supervisor at each worksite will inform employees who may be exposed to the risk of violence of the nature and extent of the risk.
 6. Employees who may be exposed to the risk of violence will be instructed in recognizing the potential for violence inherent in the employee's position, violence prevention procedures, correct response procedures including how to obtain assistance, workplace emergency procedures, and incident reporting procedures.
 7. Employees are required to report any violent incident or threat they have been subjected to on the job.
 8. All reports of violent incidents shall be investigated by the Supervisor, with the assistance of the Joint Occupational Health and Safety Committee or Safety Representative(s).
 9. Employees subject to violence from a co-worker should seek a remedy to this problem through the established procedures outlined in AP 422 *Respectful Workplace*.
 10. The Joint Occupational Health and Safety Committee and Safety Representatives will review the procedures on an annual basis and recommend any changes to the School District Health and Safety Committee.
 11. Employees will:
 - Provide input into risk assessments;
 - Attend training sessions when requested;
 - Provide input into development of the local worksite's violence prevention procedures, when required;
 - Follow procedures set forth by the School District for the prevention of violence;
 - Read students' safety plans, as required;
 - Report and document incidents of violence;
 - Provide input into incident investigations; and
 - Consider accessing critical incident debriefing or trauma counseling services when offered by the employer.
 12. Supervisors will:
 - Comply with reporting, investigating and documenting procedures;
 - Facilitate ongoing discussions on workplace violence issues with staff, as required;
 - Provide input into risk assessments;
 - Assist in development and updating of the local worksite's prevention procedures;
 - Instruct staff on procedures for prevention of violence;
 - Promote and encourage reporting of violent incidents; and,
 - Advise impacted staff of critical incident debriefing or trauma counselling services available.
 13. Joint Occupational Health and Safety Committees and Safety Representative(s) will:
 - Provide input into risk assessments;
 - Provide input into the local worksite's prevention procedures;
 - Provide input into incident investigations; and
 - Provide input into a regular evaluation of the Violence in the Workplace procedures.

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14. Where persons are known who may display violent behaviours, the School Principal/Supervisor will include the following in orienting staff:
- Review of AP 424;
 - Philosophy of the School District;
 - Identity of the person(s) who may display violent behaviours;
 - Current action plans at worksite file;
 - Emergency procedures in the event of a problem;
 - Reporting procedures;
 - Review these procedures with staff at the beginning of each school year.
15. Each school shall carry out an annual review of its documentation of AP 350, *Student Conduct*, and submit any changes, when required, to the School District for approval in an effort to minimize the risk of violence in the workplace.