

ADMINISTRATIVE REGULATION**VIOLENCE IN THE WORKPLACE**

The purpose of this procedure is to provide information regarding the reporting and investigation of incidents of workplace violence.

Responsibilities

The Supervisory Officer shall:

- Ensure that this policy and procedure are posted in a conspicuous place and communicated to all persons working at, attending or visiting a school or workplace.
- Establish a process for reporting and responding to incidents of workplace violence that is communicated, maintained and adhered to.

The Manager of Operations shall:

- Assess the risks of workplace violence as deemed necessary and shares results of the risk assessment with the Joint Occupational Health and Safety Committee.
- Develop and maintain training, in consultation with the Joint Occupational Health and Safety Committee, related to workplace violence.
- Ensure that Employee Accident/Incident Reports for violent incidents, are forwarded to the Joint Occupational Health and Safety Committee.

All staff shall respond to incidents of workplace violence by adhering to the following:

A. Emergency Response Measures

If you witness or are involved in a violent incident:

- Summon immediate assistance and/or call 911 as appropriate. In the case of an extreme or imminent threat of physical harm to yourself or any person from workplace violence, contact the police.

B. Reporting And Investigating Incidents Of Workplace Violence

By An Employee Against Another Employee Of The Board

- 1) All incidents of violence by an employee against another employee must immediately be reported to the supervisor.
- 2) The supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities.
- 3) The supervisor must notify the Superintendent, Human Resources Officer and the Union or Federation as appropriate.

- 4) All incidents that have caused physical harm or could have caused physical harm to an employee must be reported and investigated by the supervisor.
- 5) The supervisor, in consultation with the employee, must record any steps taken to prevent a recurrence.

By A Student Against An Employee Of The Board

- 1) All incidents of violence by a student against an employee of the Board must immediately be reported to the school principal.
- 2) All incidents that have caused physical harm or could have caused physical harm to an employee, must be reported and investigated by the principal.
- 3) The principal, in consultation with the employee, must record any steps taken to prevent a recurrence.
- 4) Where an employee suffers workplace violence that is initiated by a student or is the result of behaviour by a student, the incident must also be reported in accordance with the Safe Schools Act and applicable Ministry of Education Regulations, Policy and Memoranda.
- 5) The school principal, in consultation with the Special Education Resource Teacher, will review the safety plan, and where there is no safety plan, if appropriate, one will be created for a student who engages in behaviours which pose a danger to self or others.
- 6) The school principal must ensure that relevant information contained in a safety plan is shared with all staff (ie. teachers, educational assistants, office staff, supply staff) who have contact with the student. Sharing of information in a safety plan is done to ensure that all staff that have contact with the student, are able to respond with safe and supportive methods.

By A Parent/Guardian, Visitor, Contractor Or Other Third Party Against An Employee Of The Board

- 1) All incidents of violence by a parent/guardian, visitor, contractor, or other third party against an employee of the Board, must immediately be reported to the supervisor.
- 2) All incidents that have caused physical harm or could have caused physical harm to an employee, must be reported and investigated by the supervisor.
- 3) The supervisor, in consultation with the employee, must record any steps taken to prevent a recurrence.
- 4) The supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities.
- 5) The supervisor, in consultation with the appropriate Superintendent, will report the incident to the perpetrator's employer and/or such other person as the Superior North Catholic DSB determines is appropriate in the circumstances.

By A Student Against Another Student Of The Board

- 1) All incidents of violence by a student against another student of the Board, must immediately be reported to the school principal.
- 2) The school principal must investigate the incident in accordance with Board Policy and the Safe Schools Act.
- 3) The school principal, in consultation with the Special Education Resource Teacher, will review the safety plan, and where there is no safety plan, if appropriate, one will be created for a student who engages in behaviours which pose a danger to self or others.
- 4) The school principal must ensure that relevant information contained in a safety plan is shared with all staff (ie. teachers, educational assistants, office staff, supply staff) who have contact with the student. Sharing of information in a safety plan is done to ensure that all staff that have contact with the student, are able to respond with safe and supportive methods.
- 5) The appropriate Superintendent's office will keep records of such incidents.

By An Employee, Parent/Guardian, Visitor, Contractor Or Other Third Party Against A Student, Parent/Guardian, Visitor, Contractor Or Other Third Party

- 1) All incidents of violence by a parent/guardian, visitor, contractor or other third party against a student, parent/guardian, visitor, contractor or other third party, must immediately be reported to the supervisor.
- 2) The supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities.
- 3) Where the perpetrator is an employee of the Board, the Superintendent, Human Resources Officer and the Union or Federation, as appropriate, must be notified of the incident.
- 4) The investigation must be documented in writing.
- 5) The supervisor, in consultation with the appropriate Superintendent, will report the incident to the perpetrator's employer and/or such other person as the Superior North Catholic DSB determines is appropriate in the circumstances.
- 6) The appropriate Superintendent's office will keep records of such incidents.

C. When It Is Evident That A Person Has A History Of Violence

The supervisor, in consultation with the appropriate Superintendent, will provide information, including personal information, to employees about a person with a history of violence if:

- i) The employee can be expected to encounter that person in the course of his or her work.
- ii) The risk of workplace violence is likely to expose the worker to physical injury.

D. Reporting Of And Response To Reports Of Domestic Violence

- 1) Employees will inform their supervisor if they are experiencing domestic violence outside of the workplace that may create a risk of danger to themselves or others in the workplace.
- 2) The supervisor, regardless of whether the threat of domestic violence is from a co-worker or from someone outside of the workplace, under the advice of the Superintendent, must take steps to ensure the victim and other workers are protected. Such steps may include, but are not limited to, warnings, employee transfers, informing police, and requesting restraining orders.

E. Reporting And Investigating Complaints Of Reprisal From Or Against Board Employees

- 1) All complaints of reprisal must be immediately reported to the supervisor.
- 2) The supervisor, in consultation with the Superintendent and Human Resources Officer, must promptly investigate complaints of reprisal. Appropriate disciplinary action, up to and including dismissal, will be rendered where appropriate.

F. Notification of Administrative Regulation

A copy of this policy and administrative regulation shall be posted at all Board sites.