



Administration Procedure 3780

VIOLENCE IN THE WORKPLACE

Responsibility:	<i>Superintendent, Human Resource Services Senior Manager, Human Resource Services</i>
Legal References:	<i>Occupational Health and Safety Act Education Act</i>
Related References:	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1004 - Harassment Board Policy 1009 - Violence in the Workplace Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 1330 - Mandatory Record Keeping Regarding Serious Violent Incident Reports Administrative Procedure 2330 - Management Process for Student Behaviours Causing a Risk-of-Injury Administrative Procedure 3140 - Employee Incident/Accident Investigation and Reporting Administrative Procedure 3740- Prevention and Resolution of Workplace Harassment</i>
Reviewed:	
Revisions:	January 2016

1. Preamble

- 1.1 The Waterloo Region District School Board ("the Board") is committed to providing a working and learning environment free from workplace violence, including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.
- 1.2 This procedure is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the Board will not tolerate any incidents of this kind against or by any employee or any other person.

2. Definitions

2.1. Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*

- c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.*

2.2. Workplace

The 'workplace' is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices, facilities, or offsite conference centres or training locations.

2.3. Threat

'Threat' is defined as the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety.

3. Scope

- 3.1. This procedure applies to all Board employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This procedure also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.
- 3.2. This procedure applies to all work activities that occur while on Board premises, while engaging in workplace activities or workplace social events and extra-curricular activities.

4. Responsibilities

Under the Occupational Health and Safety Act, Education Act and Regulations, the Board, School Administrators, Supervisory Officers, Teachers and other employees must act cooperatively together in dealing with any circumstances which pose unacceptable risks in the context of their duties and responsibilities.

- 4.1. The Board of Trustees is responsible for:
- 4.1.1 reviewing this policy annually
- 4.2. The Superintendent, Human Resource Services, is responsible for:
- 4.2.1 taking reasonable preventative measures in the circumstance to protect employees and others from workplace violence;
 - 4.2.2 ensuring that all employees are informed and instructed in the prevention and reporting of workplace violence; and
 - 4.2.3 ensuring that workplace violence risk assessments are conducted and reassessed as deemed necessary.
- 4.3. Superintendents, School Administrators, Managers and Supervisors are responsible for:
- 4.3.1 communicating this procedure and related policy to employees of which they supervise or manage;
 - 4.3.2 ensuring that all persons working at, attending or visiting a school or workplace have access to this procedure and related policy;
 - 4.3.3 informing employees about all applicable procedures and safety documents that address workplace violence risk(s) applicable to their job responsibilities;
 - 4.3.4 directing employees to report incidents of workplace violence;

- 4.3.5 investigating incidents of workplace violence; identifying and following through with applicable preventive or corrective measures as it applies; and
- 4.3.6 providing and communicating emergency response measures to worksite employees.
- 4.4. Employees of the Board are responsible for:
 - 4.4.1 working in a respectful and cooperative manner while performing work-related duties;
 - 4.4.2 immediately notifying their Administrator/Supervisor or other designated person of any incident of workplace violence of which he or she knows (whether the notifying employee is the victim or not);
 - 4.4.3 informing their Administrator/Supervisor if they are experiencing domestic violence outside of the workplace that may create a risk to themselves or others in the workplace; and
 - 4.4.4 complying with information, instruction, training, reporting and investigative requirements as it relates to his/her work function in accordance with applicable legislative requirements and Board policies and procedures.

5. Risk Assessment for Violence in the Workplace

- 5.1. The Board will complete a risk assessment respecting the potential for violent incidents at workplaces and during work activities within the Board's jurisdiction during employment-related events and activities.

6. Domestic Violence

- 6.1. Employees will inform their supervisor if they are experiencing domestic violence outside of the workplace or become aware of domestic violence that may create a risk to themselves or others in the workplace (whether the notifying employee is the victim or not).
- 6.2. When an Administrator/Supervisor is informed of an employee experiencing domestic violence he/she will gauge the nature and extent of the threat and take actions (as deemed appropriate) to protect employees and students, under the advice of their Superintendent and Human Resource Services, regardless of whether the threat of domestic violence is from a co-worker or from someone outside of the workplace. Actions may include, but are not limited to:
 - 6.2.1 communications to appropriate employees,
 - 6.2.2 warnings,
 - 6.2.3 employee reassignment or transfer,
 - 6.2.4 informing Police, and
 - 6.2.5 requesting restraining orders
- 6.3. When possible, Administrators/Supervisors are to make available to all employees information about supports available for victims of domestic violence (i.e. EAP - Resilience program, community counselling, support groups, shelters, and the Police). When possible, Administrators/Supervisors will remind potential victims of domestic violence in the workplace of these resources.
- 6.4. In all circumstances, an Administrator/Supervisor must tell the victim that if they feel at risk of physical harm, whether inside or outside the workplace or at home, the employee should contact the Police.

7. Emergency Response Measures

- 7.1. **If you witness or are involved in a violent incident:**
 - 7.1.1 Initiate your school/worksite's emergency response plan which may include summoning immediate assistance from your Administrator/Supervisor, emergency response team and/or calling '911', as appropriate.

- 7.1.2 In the case of an extreme or imminent threat of physical harm to yourself or any person, contact the Police immediately (by calling '911').

8. Reporting and Investigating Incidences of Workplace Violence

8.1 By an Employee against another Employee of the Board

- 8.1.1 All incidents of violence by an employee against another employee must immediately be reported to the employee's Administrator/Supervisor;
- 8.1.2 The Administrator/Supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities;
- 8.1.3 The Administrator/Supervisor must notify their Superintendent, Human Resource Services and the union/federation/association as appropriate;
- 8.1.4 The Administrator/Supervisor, in consultation with the employee, must complete the Employee Accident/Incident Report form (HR-05-770) and record any steps taken to prevent a recurrence.

8.2 By a Student against an Employee of the Board

- 8.2.1 All incidents of violence by a student against an employee of the Board must immediately be reported to the school Administrator (and the employee's Supervisor if the Supervisor is not the school Administrator) and recorded on an Employee Accident/Incident Report form (HR-05-770).
- 8.2.2 The Administrator/Supervisor is to record any steps taken to prevent a recurrence including the creation or edit of a student safety plan;
- 8.2.3 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 appropriate Safe Schools and/or Special Education policies and procedures.
- 8.2.4 The school Administrator must ensure that all necessary plans are shared with all appropriate staff that have contact with the student and are able to respond with safe and supportive methods.

8.3 By a parent/guardian, visitor, contractor or other third party against an employee of the Board

- 8.3.1 All incidents of violence inflicted by a parent/guardian, visitor, contractor, or other third party against an employee of the Board must immediately be reported to the employee's school Administrator/Supervisor;
- 8.3.2 All incidents that have caused physical harm or could have caused physical harm to an employee must be reported and investigated by the Administrator/Supervisor and recorded on an Employee Accident/Incident Report form (HR-05-770) including any steps taken to prevent a recurrence;
- 8.3.3 The school Administrator/Supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities; and
- 8.3.4 The school Administrator/Supervisor, in consultation with the appropriate Superintendent, will report the incident to the perpetrator's employer and/or such other person as the WRDSB determines is appropriate in the circumstances.

9. When it is Evident that a Person has a History of Violence

- 9.1 The Administrator/Supervisor, in consultation with the appropriate Superintendent and Human Resource Services, will provide information, including personal information, to employees about a person with a history of violence if:
 - 9.1.1 the employee can be expected to encounter that person in the course of his or her work; and
 - 9.1.2 the risk of workplace violence is likely to expose the worker to physical injury.

10. Joint Health and Safety Committee (JHSC):

- 10.1 The WRDSB will use the JHSC in a consultative role when developing/editing procedures and programs related to violence in the workplace to ensure their input is received.
- 10.2 The JHSC co-chairs will be notified within four days when a worker is injured due to workplace violence and, as a result of the incident, the worker is disabled from performing his or her usual work or the worker requires medical attention.