



Waterloo Region
District School Board

Administrative Procedure 3780

WORKPLACE VIOLENCE & DOMESTIC VIOLENCE

Responsibility:	<i>Chief Operating Officer Senior Manager, Human Resource Services Manager, Health, Safety & Security</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 - Safe Schools Incident Reporting and Record-Keeping 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 Standards of Behaviour for the School Community Poster</i>
Revisions:	<i>January 2016 August 2026</i>

1. Preamble

The Waterloo Region District School Board ("WRDSB") is committed to providing a working and learning environment free from workplace violence, including domestic violence, where all individuals are treated with dignity and respect.

The WRDSB aims to mitigate the risk of workplace violence through providing information, instruction and training, risk assessment, application of preventative and corrective measures, and engaging in prompt response to reports of violence.

Please refer to AP2330 – Management Process for Student Behaviours Causing a Risk of Injury for detailed program information related to working with students who exhibit behaviours causing a risk of injury.

2. Definitions

Workplace Violence - As defined by the Occupational Health and Safety Act:

“workplace violence means,

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

Workplace - Any place where an employee performs work or work-related activities. This includes WRDSB sites, schools and locations of school-related activities, such as extracurricular activities, field trips, conferences, and training locations.

Threat - 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

This procedure applies to all WRDSB employees, trustees, post-secondary and secondary school students participating in co-op or placement programs, and community members such as parents, volunteers, permit holders, contractors and employees of other organizations who work at or visit WRDSB sites. This procedure also applies to workplace violence by any person whose actions adversely affect the WRDSB's learning and working environment.

This procedure applies to all work activities that occur while on WRDSB premises, or while engaging in workplace activities and sanctioned workplace events such as workplace social events or extra-curricular activities.

In the event that a student is identified as the respondent, then AP1260 - Student Discipline and/or AP2330 - Management Process for Student Behaviours Causing a Risk-of-Injury, shall apply as the process to address the specific allegations.

4. Responsibilities

Under the Occupational Health and Safety Act, Education Act and associated Regulations, the WRDSB, Administrators, Supervisors, and Employees must work cooperatively in addressing the risk of violence in the context of their work duties and responsibilities.

4.1 The WRDSB as an employer is responsible for:

- a. taking every precaution reasonable in the circumstances for the protection of a worker;
- b. providing information, instruction and/or training (as applicable) on the workplace violence program and the prevention and reporting of workplace violence;
- c. ensuring that workplace violence risk assessments and reassessments are conducted as identified in this procedure;

4.2 Superintendents, School Administrators, Managers and Supervisors are responsible for:

- a. communicating this procedure and related policy to employees they supervise;
- b. ensuring that all persons working at, attending or visiting a school or workplace have access to this procedure and related policy;
- c. providing information, instruction and/or training (as applicable) to employees about all procedures and safety documents that address workplace violence risk(s) related to their job responsibilities;
- d. directing employees to report incidents of workplace violence as identified in this procedure and AP2330;
- e. investigating incidents of workplace violence, including identification and

- implementation of preventive or corrective measures;
- f. providing and communicating emergency response measures to worksite employees; and
- g. reassessing the risk of workplace violence for their workplace as deemed necessary in this procedure.

4.3 Employees of the WRDSB are responsible for:

- a. not committing or attempting threats, assaults or any other acts of workplace violence;
- b. acting in a professional manner-while performing work related duties in compliance with Board requirements;
- c. immediately notifying their Administrator/Supervisor or designate of incidents of workplace violence;
- d. informing their Administrator/Supervisor if they are experiencing domestic violence that may create a risk to themselves or others in the workplace; and
- e. complying with information, instruction, training, reporting and investigative requirements related to their work functions in accordance with applicable legislative requirements and WRDSB policies and procedures.

5. Workplace Violence Risk Assessment and Reassessment

The WRDSB, via the site Administrator/Supervisor, is required to conduct site risk assessments or reassessments.

The WRDSB will complete site-based risk assessments and reassessments to identify potential risks of violence related to:

- The nature of the workplace – the physical aspects of the workplace
- The type of work – the activities workers perform and type of people whom workers interact with such as students, co-workers, agencies, parents and community members.
- The conditions of work – other aspects such as time of work, whether employees are itinerant, work alone or in isolation.

The WRDSB is required to reassess the risk of workplace violence as often as necessary to ensure the workplace violence policy, procedure and measures in the workplace violence program continue to protect workers from workplace violence.

Assessments and reassessments of the risk of workplace violence are conducted for each workplace (e.g., school, work location). Assessments of an individual, including assessments performed by Board staff with respect to a student exhibiting behaviour, does not constitute a risk assessment or reassessment as discussed in this procedure and defined in the Occupational Health and Safety Act.

The risk assessment/reassessment for each WRDSB site will be reviewed at least annually. A reassessment will be completed if required based on criteria outlined in **Appendix A: Risk Reassessment Matrix**.

Risk assessments/reassessments will be completed utilizing a WRDSB approved tool. Recommended actions may be provided through the tool or through direct communication to Administrators/Supervisors.

Administrators/Supervisors are directed to consult with the Workplace Inspection Team (WIT) and other staff, as deemed necessary (i.e. staff working different hours, etc) at their site to accurately complete an assessment/reassessment. Health, Safety and Security is available to support sites with completion of their assessment/reassessment. Contact can be made through healthandsafety@wrdsb.ca for assistance with risk re-assessment.

The WRDSB will share documented risk assessments/reassessments discussed in this section with

the Joint Health and Safety Committee (JHSC) as per the requirements in the Occupational Health and Safety Act.

The Health, Safety & Security department will consult with the JHSC as needed related to the tool that is used for risk assessment/reassessment at WRDSB.

6. Domestic Violence Process

WRDSB employees are required to inform their Administrator/Supervisor if they are experiencing domestic violence outside of the workplace or become aware of a domestic violence situation that may create a risk of workplace violence to themselves or others in the workplace (whether the notifying employee is threatened/at risk or not.) Reference the '**Administrator/Supervisor Checklist for Domestic Violence in the Workplace**' (Appendix B) for possible signs of domestic violence in workers at the workplace.

Under section 32.0.4 of the Occupational Health and Safety Act, "If an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker." This may include the development and implementation of a customized "Domestic Violence - Workplace Safety Plan" for the worker specific to the situation.

When an Administrator/Supervisor is informed of an employee experiencing domestic violence, they will gauge the nature and extent of the risk and take actions(as deemed appropriate) to protect workers and students, in consultation with their Superintendent and the Manager, Health, Safety and Security or designate regardless of whether the threat of domestic violence is from a co-worker or from someone outside of the workplace.

IMPORTANT: If there is an imminent threat or occurrence of domestic violence at the workplace, call Police immediately (911) and Urgent Response - 519-570-0003 x 4123.

To respond to matters of Domestic Violence, Administrators/Supervisors actions may include, but are not limited to:

1. Having a private conversation with the worker (the worker may approach Administrators/Supervisors directly or Administrators/Supervisors may be told by other workers/individuals who may have become aware). The worker may wish to have a support person present. Contact can be made to the Superintendent and the Manager, Health, Safety & Security, or delegate for assistance with the conversation, if needed.

Administrators/Supervisors should address:

- a. expressed concern for the worker's wellbeing and safety;
- b. In all circumstances where a worker is threatened with physical harm or has experienced physical harm, the employee should be reminded to contact the Police;
- c. an explanation about the Board responsibilities, once being made aware, to take precautions to protect and support the worker and co-workers against workplace violence while at the worksite; and
- d. the availability of the Board's 'Employee and Family Assistance Program (EFAP)', local agencies and community resources (Appendix B). Suggest that the worker also reach out to their union/federation for further support.

2. If the situation warrants it, Administrators/Supervisors can suggest that the worker contact Police regarding obtaining a Court order. If a Court order has already been obtained, ask for a copy of the order to be included in the worker's workplace safety plan. The Court order might outline restrictions for the aggressor related to the workplace.
3. If the situation warrants it (i.e. there is a risk of workplace violence presented to the workplace), develop a '**Domestic Violence - Workplace Safety Plan**' (**HR-11-425**) for the worker in consultation with the worker and Health, Safety & Security (healthandsafety@wrdsb.ca). Health, Safety & Security will provide the working template document for the workplace safety plan.) Developing the workplace safety plan includes:
 - a. Encouraging the worker to contact appropriate local community agencies (listed in the '*Administrator/Supervisor Checklist for Domestic Violence in the Workplace*' - *Appendix B*) to assist with the development of a personal safety plan for outside the workplace (as the workplace safety plan only includes measures and supports while the worker is performing work at WRDSB sites).
 - b. Requesting descriptive information and a photo of the aggressor. Once received, ensure all site Administrators and identified staff have access to a copy of the photo and description of the aggressor.
 - c. Developing site specific measures to support the safety of the worker, co-workers and school community.
 - d. If warranted, have the worker identify a co-worker 'buddy' who may be able to assist with personal safety measures and support for the workplace safety plan at the worksite (i.e. accompanying worker to/from his/her car, touching base at times in the work day if needed).
 - e. If the worker discloses information regarding a potential risk to the safety and wellbeing of children in the worker's home, follow existing Board policies.
 - f. With the worker, discuss the obligation and legal requirement to disclose pertinent information about the situation, safety and security measures with co-workers who may be at risk. Prior to disclosing information about the situation and actions in the workplace safety plan to the identified co-workers, review the final plan with the worker.
4. Communicate only the necessary components of the worker's workplace safety plan to the staff identified in that plan. Administrators/Supervisors must maintain appropriate privacy and confidentiality regarding the worker's situation (see Section 7: Disclosure of Information).
5. Ensure that a final copy of the safety plan is shared with your Superintendent and Health and Safety. It is the responsibility of the Administrator/Supervisor to ensure that the workplace safety plan is updated as needed and an updated copy sent to their Superintendent and Health and Safety as needed.
6. Contact Health, Safety & Security at healthandsafety@wrdsb.ca if you have any questions regarding this process and to obtain support.

7. Disclosure of Information for Workplace Violence and Domestic Violence

In the Occupational Health and Safety Act under the section 'Provision of Information', an employer's duty to provide information to a worker under clause 25(2)(a) and a supervisor's duty to advise a worker under clause 27(2)(a) include the duty to provide information, including personal

information, related to a risk of workplace violence from a person with a history of violent behaviour if,

- (a) the worker can be expected to encounter that person in the course of their work; and
- (b) the risk of workplace violence is likely to expose the worker to physical injury. 32.0.5(3)

Limit on disclosure: No employer or supervisor shall disclose more personal information in the circumstances described in subsection (3) than is reasonably necessary to protect the worker from physical injury.

The Occupational Health and Safety Act also requires workers to report to their Administrator/ Supervisor the existence of any hazard of which they know. 28(1)(d)

8. General Emergency Response Measures for Workplace Violence and Domestic Violence

1. It is the responsibility of Administrators/Supervisors to inform staff of their site-based plan for summoning immediate assistance at each WRDSB site.
2. If an incident of violence occurs, employees are advised to:
 - Protect themselves using BMS strategies
 - If there is a Safety Plan in place, follow the direction(s) for response.
 - Summon immediate assistance (if needed) (i.e., call the office, utilize walkie talkie, etc.)
 - If alone or in immediate danger, call 911.

9. Workplace Violence - Reporting and Investigating Incidents

1. WRDSB staff have both the duty and responsibility to report concerns/hazards directly to their Administrator/Supervisor and work collaboratively to identify and implement control measures to address the concerns/hazards. To address workplace violence and further a culture of health and safety, staff are to report physical acts, attempts and threats of workplace violence directed towards workers to their Administrator/Supervisor (refer to section 2 for the definition of workplace violence in this Administrative Procedure. Staff must ensure that if they are injured at work due to workplace violence, it must be reported on an Employee Incident/Accident Report located on the Board's staff website through the Board's reporting tool. Please refer to AP3140 - Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns for additional information specific to incident reporting.

In the event that a student is identified as the respondent for allegations of workplace violence, AP1260 - Student Discipline and/or AP2330 - Management Process for Student Behaviours Causing a Risk-of-Injury, shall apply.

2. When an Employee Incident/Accident Report Form (Stage 1) is submitted, the Administrator/Supervisor must investigate the incident through having discussions with the staff member who submitted the report and other staff involved/witnesses. They are to review the circumstances that led to the incident and collaboratively identify potential corrective and preventative actions to be implemented to prevent recurrence (e.g., update Safety Plan, implement PPE, workplace safety plan, involvement of Police, etc.). The Administrator/Supervisor may also include a 'debrief' as part of their response to the incident if needed or requested by staff (consult with Health and Safety for more information). The Administrator documents their investigation and actions being taken by completing Stage 2 of the Incident/Accident Report Form.
3. If support is needed, the Administrator can contact Human Resources, Health, Safety and Security, Superintendent for the site and/or Special Education Consultant for assistance with the mandatory completion of the corrective/preventative action section of the Employee

Incident/Accident Report form.

4. The Administrator/Supervisor is responsible for communicating any changes to work procedures, student programming and/or student safety plan as a result of the incident back to the reporting staff member.
5. Once the completed Employee Incident/Accident Report form has been received by the Health and Safety Department, the form will be reviewed to determine if further corrective/preventative action or involvement is required.
6. If the incident is a Critical Injury, external provider health care or lost time injury or if deemed necessary (i.e., after repeated occurrence of incidents) the Manager of Health, Safety and Security, or designate will notify the Superintendent of the site, System Administrator of Special Education and/or Superintendent of Special Education (for student incidents), for the purpose of providing support to the site and following required procedures for MLITSD critical injury reporting.
7. Incidents that meet the threshold for the mandatory notification of the police (per the School - Police Protocol) must be reported as soon as possible. When the incident involves discretionary notification of the police, Administrators will consult with their Superintendent and consider mitigating and aggravating factors.
8. If an employee has engaged in violence against an employee, the Administrator/Supervisor must also notify their Superintendent and Human Resource Services for assistance in investigating and determining preventative and/or corrective actions, following WRDSB procedures and processes.
9. If a student has engaged in violent behaviour against an employee, in addition to the above:
 - A Safe Schools Incident Report form (IS-15-03) must be submitted if it meets the criteria for reporting these incidents.
 - The Administrator/Supervisor must ensure any notification of risk as a result of the incident is shared with all staff who work with the student (i.e., Safety Plan) or those who may encounter the student through the course of their work (i.e., Safety Plan Summary).
 - Refer to AP2330 - Management Process for Student Behaviour Causing a Risk of Injury and/or AP1260 - Student Discipline as needed.
10. If a third party (i.e. parent/guardian, visitor, contractor) has engaged in violent behaviour against an employee, the Administrator/Supervisor must notify their Superintendent for assistance in investigating and determining preventative and/or corrective actions. Preventative/corrective actions may include but are not limited to issuing a Trespass Letter, developing a workplace safety plan and/or Police involvement.

10. Notification of Risk of Violence for Workplace Violence and Domestic Violence

The Administrator/Supervisor will provide necessary information, including personal information, to employees about a person with a history of violence if:

- a) the employee can be expected to encounter that person in the course of their work; and
- b) the risk of workplace violence is likely to expose the worker to physical injury.

If the notification pertains to WRDSB students:

The most common notification of risk at the WRDSB are student Safety Plans and Safety Plan Summaries. Refer to AP2330 – Management Process for Student Behaviours Causing a Risk of Injury for further information on safety plans/safety plan summaries and confidentiality in Special Education (section 18).

11. WRDSB Joint Health and Safety Committee (JHSC):

The WRDSB will meet legislative requirements related to workplace violence and the JHSC as specified in the Occupational Health and Safety Act.

APPENDIX A: Risk Reassessment Matrix

Risk assessments and reassessments are an ongoing requirement of the employer in the Occupational Health and Safety Act related to workplace violence. The following updated risk reassessment protocol addresses the requirements of section 32.03(4) of the Occupational Health and Safety Act where an employer is required to **reassess the risks of workplace violence 'as often as necessary'**. This criteria is subject to change at the discretion and determination of the WRDSB.

"It is important to note that the development of a student Safety Plan is not an assessment or reassessment of the risk of workplace violence and does not constitute a workplace violence risk assessment or reassessment as required under the OHSA."

(Source: Workplace Violence in School Boards: A Guide to the Law - MLITSD).

Where a workplace violence hazard is identified, information shall be shared as per board procedures in keeping with the requirements of the section 32.0.5(3)(4) of the Occupational Health and Safety Act, Ministry of Education and MFIPPA requirements.

Changes in school populations can occur on a daily basis and do not constitute a change in risk or the threshold for risk reassessment.

The WRDSB reserves the right to initiate a reassessment in consultation with stakeholders, dependent on the potential trigger from the criteria below and the context of the situation.

Risk Reassessment Matrix

POTENTIAL RISK REASSESSMENT TRIGGERS	WHAT IT IS	WHAT IT IS NOT	COMMENTS
Critical injury of a worker caused by workplace violence	Where the injury to a worker as a result of workplace violence meets the MLITSD definition of critical injury (i.e., violence by a student/staff/volunteer, etc. resulting in a critical injury to a worker).	Where a student is injured as a result of violence that meets the MOL definition of a critical injury where there is not a reasonable risk to workers (i.e., a critical injury sustained to a student by a violent incident where no worker was present).	Each case would need to be looked at on an individual basis. Follow the direction of the MLITSD related to non-workers. Consult with Health, Safety and Security as required.
Lockdown situation initiated because of	A major incident or threat of violence within the school/site, or in	Does not include if a school/site-based response measure	As per Police/school board protocol for lockdowns, a risk

workplace violence	relation to the school/site (MOEd guidelines for developing and maintaining lockdown procedures for elementary and secondary schools in Ontario)	identified in the Safety Plan for a student's behaviour indicates classroom doors need to be locked and/or access limited.	reassessment would be required.
Major Construction or Renovation	Constructing additions to schools/sites, removing sections of the school/site (e.g., portapacks, etc.), changes to floorplans.	Not the addition of one portable unless it is the first portable at the school/site, redesigning one classroom, etc. Does not include the renovation of existing areas.	A renovation that would impact evacuation routes, the ability to respond to an emergency, changes in security controls, notable changes to access of the building, etc.
Change in the type of work performed at the school/site that may result in an increased potential risk of workplace violence	Addition or removal of special education programs with students who may exhibit injurious behaviours, addition of board operated before and after school programs, daycare, etc.	The addition of an individual student with a safety plan to the school. The development or review of an individual student's safety plan.	Community use of a school is a normal part of board/school operation and it is not a change.
Significant Internal Concern - notable increase in frequency or severity, or singular severe incident of violence for that specific workplace, work refusal related to workplace violence	Consider: sites that go from having no incidents reported to significant, severe reports (could include multiple HC/LT incidents), could include a work refusal, Police involvement, criminal activity, 'Notice of Trespass' issued, Peace Bond/Restraining Order issued, etc.	Ongoing baseline behaviour for students with Safety Plans for risk of injurious behaviour (in most cases already accounted for in the existing risk assessment).	Is not solely based on frequency of incidents as this is not always an indicator of unknown/unaddressed risk of workplace violence. Consult with Health, Safety and Security to determine if reassessment .
Significant External Concern - significant community event or external risk that would impact security or existing controls at the school/site	Issue may have happened recently, prompting a change in the conditions of the workplace. For example, violence in a nearby area, rally that may result in violence, multiple hold and secures for nearby violent incidents, etc.	The potential for domestic violence to enter the workplace does not in and of itself trigger a site violent risk reassessment.	Meant to capture a major high risk event that could impact or change the risk of workplace violence.

APPENDIX B: HR-11-420 Domestic Violence - Workplace Administrator/Supervisor Checklist

*Full document linked here



Domestic violence is recognized as a form of *workplace violence* under the Ontario Occupational Health and Safety Act (OH&S Act). It is a serious workplace concern, as its impacts can extend beyond the home and into the workplace, posing potential safety risks to employees, colleagues, and the organization as a whole.

The WRDSB takes these matters seriously and is committed to supporting employees who may be experiencing domestic violence, whether at home or in the workplace. This document outlines possible signs and symptoms that survivors of domestic violence may experience, as well as the WRDSB and community-based supports available to assist them.

Domestic Violence

"A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence."

(Source: [Understanding the law on workplace violence and harassment, Ontario Ministry of Labour, Immigration, Training and Skills Development, March 2025](#))

Although there is no legal definition for domestic violence in the OH&S Act, it can be characterized as, "a pattern of behaviour used by one person to gain power and control over another with whom they have or has had an intimate relationship. It may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking, and use of electronic devices to harass and control. Anyone can be a victim [survivor] of domestic violence, regardless of age, race, religion, sexual orientation, economic status or educational background. The abuser may be a current or former spouse or intimate partner, relative or friend."

Domestic violence becomes workplace violence when it would likely expose a worker to physical injury in the workplace. The safety of the worker/survivor and their coworkers can potentially be impacted by the risk of domestic violence.

Employers and Administrators/Supervisors who are aware or who ought reasonably to be aware that domestic violence would likely expose a worker or worker(s) to physical injury that may occur in the workplace must take every precaution reasonable in the circumstances to protect a worker and the workplace.



Survivors of Domestic Violence

The use of the word 'survivor' is now often used instead of the term 'victim' of violence. Survivor in this sense is meant to describe an individual who is currently or has previously experienced domestic violence or workplace violence. Using the word 'victim' can have negative connotations and make it seem as though individuals subject to the violence are powerless or weak. Using the term of survivor is meant to connote strength and resiliency in the face of violence.

(Source: [Human Resources Professionals Association, HRPA, Practice Standard: Addressing Workplace Violence, Including Domestic Violence, May 2023](#))

Recognizing the Signs of Domestic Violence in the Workplace

Possible signs of domestic violence in the workplace include, but are not limited to:

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|--|--|
| ☐ Repeated phone calls, emails, and/or social media messages to the survivor at work | ☐ Jealous and controlling behaviours |
| ☐ Stalking | ☐ Destroyed property/belongings of survivor |
| ☐ Unexpected person showing up at the workplace and asking personal questions to co-workers about the survivor (e.g. where they are, who they are with, when they will be back) | ☐ Survivor acting differently than usual – including being more withdrawn, isolated, apologizing for their partner's behaviour, appearing flustered when phone calls come in, spending more time at work or school than usual, etc. |
| ☐ Threatening coworkers (e.g., if the coworkers do not tell the individual where the survivor is) | ☐ Physical harm and evidence of physical harm (e.g. bruising, cuts) |
| ☐ Verbal abuse | ☐ Workplace absenteeism and last-minute cancellations |

Additional Resource: [Warning Signs for the Workplace](#)

(Source: *Western University, Make It Our Business, Centre for Research and Education on Violence Against Women and Children*)

Assistance for Administrator/Supervisor

When an Administrator/Supervisor is advised of a potential domestic violence situation that they feel presents a risk of violence at the workplace, they are to follow the steps outlined in section 6 of the [Workplace Violence Procedure \(AP3780\)](#), contact their Superintendent and the Manager of Health, Safety & Security to discuss the development of a workplace safety plan.

Possible Worksite Safety and Security Measures

The following outlines possible measures to be taken at the workplace for a domestic violence situation. The Administrator/Supervisor must identify what measures are appropriate for the situation and include these in the worker's Workplace Safety Plan (HR-11-425). The following list is not exhaustive:

Administrative & Engineering Controls

- ☐ Review beginning and end-of-day processes and practices (including visitor protocols)
- ☐ **Resource -** [FACT SHEET - Personal Safety: Parking Lots & Sidewalks](#)
- ☐ Review school/worksite emergency procedures
- ☐ Review school/worksite evacuation plans
- ☐ Review school/worksite communications procedures for summoning immediate assistance utilizing PA systems, walkie-talkies, phones, etc
- ☐ Incident reporting, investigation and follow-up
- ☐ Review possible training needs
- ☐ Review daily phone protocols
- ☐ Reviewing lighting in parking lots, around entrances/exits and property (as needed)

Security Measures

- ☐ Review school/worksite controlled entry points
- ☐ Work with Security to review possible security measures

Off-Site Work Practice Controls

- ☐ Notification to others on location, time in/out, etc.
- ☐ Use of cell phones and other ways to maintain contact with individuals when working off-site

Assistance for Co-Workers

As an Administrator/Supervisor it is important to acknowledge the needs of the coworkers of the worker during a potential domestic violence situation:

- ☐ Encourage open communication with Administrator/Supervisor.
- ☐ Provide information about the Board's Employee and Family Assistance Program (EFAP).
- ☐ Consider privacy obligations under the disclosure of information when reviewing pertinent aspects of the Workplace Safety Plan with workers.



ADMINISTRATOR/SUPERVISOR DOMESTIC VIOLENCE CHECKLIST

Domestic Violence in the Workplace

Resources in Waterloo Region & Ontario For Survivors of Domestic Violence	
Board & Community Resources	Contact Information
WRDSB's Employee and Family Assistance Program (EFAP)	Website: staff.wrdsb.ca/hr/employee-wellness/employee-family-assistance-program/ Toll-Free English: 1-844-880-9142 Toll-Free French: 1-844-880-9143 Toll-Free TTY: 1-877-338-0275
Women's Crisis Services of Waterloo Region WCSWR operates a 24/7 crisis support line and two emergency shelters Anselma House (Kitchener) and Haven House (Cambridge) for women and children experiencing domestic violence. We also offer a free, confidential outreach program for women who are experiencing domestic violence but do not require emergency shelter.	Website: www.wcswr.org 24/7 Crisis Support Lines: 519-653-2422 OR 519-742-5894 Online Chat @ www.wcswr.org
Assaulted Women's Helpline AWH serves as a free, anonymous and confidential 24-hour telephone and TTY crisis telephone line to all women in the province of Ontario who have experienced any form of abuse providing crisis counselling, safety planning, emotional support, information and referrals accessible 7 days a week, 365 days a year.	Website: www.awhl.org/contact-us Toll-Free Number: 1-866-863-0511 Toll-Free TTY: 1866-863-7868 Text: #Safe (#7233) - On your Bell, Rogers, Fido or Telus mobile phone
Victim Services of Waterloo Region Available 24 hours a day, 7 days a week to assist victims of crime and tragic circumstance in our Region including family members and witnesses.	Website: vswr.ca Phone: 519-585-2363 After Hours: 519-570-5143
Family Violence Project of Waterloo Region	Website: familyviolenceprojectwr.ca/
Sexual Assault Support Centre of Waterloo Region SASCWR listens, facilitates healing, and celebrates resiliency using an anti-racist, intersectional feminist approach.	Website: www.sascwr.org/ 24 Hour Support Line: 519-741-8633
Talk4Healing Offers - 24/7 help, support and resources for Indigenous women, by Indigenous women all across Ontario.	Website: talk4healing.com Toll-Free: 1-855-554-HEAL Live Chat: talk4healing.com
Family and Children's Services of the Waterloo Region	Website: www.facswaterloo.org/ Phone: 519-576-0540