

RATIONALE:

The District is committed to providing a safe working and learning environment in which staff are free from the threat of violence or physical or psychological harm. The District will promote a safe and caring environment for all staff, students, and visitors by implementing effective risk management, assessment, and control procedures, which work to protect against violence in the workplace.

The purpose is to minimize and where possible, eliminate the risk of injury from violence in the course of employment for all employees.

1. Definitions

Affected Worker	all workers of the District including full-time, part-time, temporary, or casual that are directly impacted by the identified workplace violence risk at a location or due to work circumstances.
Circumstances	the various tasks that a worker may do and the situations a worker may be in, in and out of the course of their employment.
Behaviour	actions by which an individual adjusts to their environment. It is commonly understood that behaviour is communication. It is the impact of the behavior that dictates whether a behaviour is negative or positive.
Control Measures	instruments put in place to eliminate, or where elimination is not possible, minimize the potential risk of injury. Measures include: elimination, substitution, engineering, administrative, and personal protective equipment, as well as worker knowledge and experience.
EIIR	employer incident investigation report as required by the Worker’s Compensation Act.
Location	a site, property, building, or school, including temporary work locations and those owned or leased, where workers of the District are to conduct work.
Review	means a formal examination into identifying how to prevent similar or further related incidents or injuries.
Risk Assessment	the overall process of hazard identification risk analysis, and risk evaluations.
Workplace	a location that is owned or operated by the school district where workers of the school district carry out their work. This includes but is not limited to district offices, maintenance shops, bus depots and buses, and schools – of all types.

Threat	An expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.
Violence	(Workplace 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 he or she is at risk of injury.
Type I	Criminal activity where there is no legitimate relationship to the school district or its workers (member of the public unknown).
Type II	Customer/Client including parents and family members, students, or contractor/visitors. In the K-12 sector the following three (3) sub-categories of Type II violence are suggested: <ul style="list-style-type: none"> i) Type IIa violence – Parents/Guardians/Family member’s actions towards workers. ii) Type IIb violence – Students dysregulation towards workers. iii) Type IIc violence – Contractors/visitors actions towards workers.
Type III	violence carried out by a worker towards (an)other worker(s)*. <i>*Worker-to-Worker violence occurrences are not currently covered by the definition of Workplace Violence under section 4.27 of the Regulation. Inappropriate Worker-to-Worker behaviour is covered under OHSR section 4.25.</i>
Type IV	Violence originating from a personal relationship where the perpetrator has a personal relationship with the intended victim, and there is no association with the workplace, this includes domestic violence.

2. Responsibilities

2.1. Responsibilities of Employees

All employees are responsible to:

- a. Refrain from engaging in or encouraging workplace violence.
- b. Report all instances of actual or suspected workplace violence to their principal/supervisor.
- c. Actively participate in risk assessments.
- d. Follow safe work instructions and give feedback where deviations from the safe work instructions is necessary.
- e. Participate in the investigation of violent incidents.

2.2 Responsibilities of Principal/Supervisor

- a. Ensure that a workplace violence risk assessment has been completed, documented, reviewed, and made available to staff.
- b. Review submitted workplace violent incident reports and determine if a team review is required.
- c. Ensure that an investigation/review of the incident is completed and documented.
- d. Implement corrective actions and ensure their effectiveness.
- e. Ensure that workers have been made aware of the workplace violence prevention practices including information when working with a person with a history of violence.

2.3 Responsibilities of the District

- a. Ensure that workplace violence prevention procedures, policies and work arrangements are established, implemented, and maintained.
- b. As necessary, ensure that site-based teams receive assistance to support them in workplace violence prevention at their site.

3. Safety Protocol

- a. Workers should not jeopardize the health and safety of any person (including self) if there is a reasonable case to believe that responding to a violent situation may create an undue health and safety hazard. Where appropriate, workers are expected to retreat to a safe area and summon assistance. Where a situation arises out of student dysregulation, an appropriate response may include creating and maintaining space.
- b. Where there is concern that a student or any other worker may engage in violence, a safety plan must be written.

4. Prevention

4.1. Risk Assessment

- a. A risk assessment must be completed at each school/location by the principal/supervisor in collaboration with the Joint Health and Safety Committee and workers who may be at risk.
- b. The risk assessment must include consideration of previous experience in the workplace, experience in similar workplaces and the location and circumstances in which the work will take place.
- c. Where a school has identified a risk of *violence* to a worker, the principal/supervisor will provide a copy of the risk assessment to all workers.

- d. The principal/supervisor is responsible for ensuring the implementation of appropriate procedures, instructions, or work arrangements to eliminate and where elimination is not possible to minimize the risk of workplace violence with consideration for the hierarchy of controls.
 - i. The hierarchy of controls includes engineering, administrative, and personal protective equipment.

5. Reporting Incidents

- 5.1. If an incident at a workplace occurs the principal/supervisor shall, in consultation with the affected employees and an employee representative from the Joint Health and Safety Committee (if available) take the following actions:
 - a. Assess the situation to determine if the employee has been physically injured or emotionally traumatized or is at risk of such injury.
 - b. Arrange, as appropriate, for first aid treatment through the site First Aid Attendant, calling 911 emergency response, and/or arrange for further treatment as necessary.
 - c. Advise the employee to consult with a physician as appropriate.
 - d. Provide the employee with the workplace violence incident reporting form.
- 5.2. If First Aid is not required, the worker or where treatment is required another person knowledgeable about the incident must complete a *Violent Incident Report* Form and submit to the principal/supervisor.

6. Review of Incidents

- 6.1. All submitted reports will be reviewed by the principal/supervisor as soon as possible, but within 48 hours in order to determine if:
 - a. The incident meets the definition of workplace violence,
 - b. Immediate attention is required to ensure a safe workplace, and
 - c. Any of the following have occurred, necessitating an employer investigation or a review of the incident:
 - i. The worker involved required or sought medical attention for the injuries sustained during a *workplace violence* incident or a near miss with a potential to cause serious injury.
 - ii. The worker involved has sustained an injury that will result in time loss from work.
 - iii. The incident involved a student, and the incident intensity was high and the impact to the worker's mental health was high, or

- iv. The incident involved a member of the public known or unknown to the workplace.
- 6.2. Where an investigation is required, it will be completed within 48 hours by management personnel in collaboration with an employee representative of the school/department JOHSC (if reasonably available).
- 6.3. A review is required when the incident involves students and will be completed within 48 hours by management personnel in collaboration with the School Based Team, and an employee representative of the school/department JHSC (if reasonably available).
- 6.4. A copy of all investigation reports must be forwarded to Human Resources at the time of completion. Investigation reports will include a copy of the Workplace Violence report.

7. Orientation of Staff

- 7.1. Where staff or students 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:
 - a. Review of this administrative procedure.
 - b. Current action plans, including safe work instructions for the work site.
 - c. Emergency procedures in the event of an issue; and
 - d. Reporting procedures.

8. Annual Review and Training

- 8.1. Each principal/supervisor shall conduct an annual review with staff members of the principles, procedures and regulations set out herein, including:
 - a. Review of the definition of workplace violence in this procedure and applicable Workers' Compensation Board of British Columbia policies and guidelines.
 - b. Each staff member's responsibility to report immediately, incidents of workplace violence directed toward them.
 - c. Any workplace violence strategies developed by the District specific to the work site.