

VIOLENCE IN THE WORKPLACE (Employees)

Background

Every employee is entitled to a working environment that is safe and free from violence. The potential for violent acts or threats directed against staff members both from within the workplace and from without is recognized.

The administrative procedure has been developed in compliance with the Occupational Health and Safety statutes and regulations of the Province of Saskatchewan. It is the Division's intent to continue to minimize or eliminate risks of violence. The Division has developed this procedure, in consultations with its employees, to maintain a safe environment for its employees, students, and volunteers.

Definition

Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

Procedures

1. The following are or have the potential to pose a risk of Violence:

1.1 Work sites

- 1.1.1 Schools (classrooms, hallways, washrooms, entrances, offices, staff room, and school yards)
- 1.1.2 Community sites where school activities take place (skating rinks, curling rink, community centre or hall, the streets, places of business such as stores, senior centres, another school)
- 1.1.3 Central office/sub-office
- 1.1.4 Maintenance facilities
- 1.1.5 Bus garages
- 1.1.6 School buses
- 1.1.7 Division approved travel
- 1.1.8 Approved curricular sites or extracurricular sites
- 1.1.9 Any other sites where Division approved activities are occurring

2. Staff positions at-risk of potential violence:

- 2.1 Employees in a work setting who have contact with students who have a history of violence.
- 2.2 Employees in a work setting who have contact with students who suffer from medical conditions that could increase the probability of those students committing violent acts.
- 2.3 Employees who provide services to a student whose parent(s)/guardian(s) have a history of violence or who have previously threatened a school.

3. Informing employees:

- 3.1 Employees shall be informed, within the context of legal protocols, of potential risks of violence by some or all of the following means:
 - 3.1.1 Review of relevant reports and documents in consultation with the principal, supervisor, or Student Services personnel;
 - 3.1.2 Briefing by the principal or supervisor with respect to background, procedures and strategies;
 - 3.1.3 Consultation with Student Services personnel with respect to background, procedures and strategies;
 - 3.1.4 Director or designate will share specific information about high risk situations with potentially affected staff

4. Actions to minimize and eliminate the risk of violence:

- 4.1 Employees will be provided with appropriate training to address the following:
 - 4.1.1 Ways and means of recognizing potentially violent situations;
 - 4.1.2 Proactive approaches to preventing and minimizing violence;
 - 4.1.3 Every Administrator in each school within the Northern Lights School Division #113 will receive the Violent Threat Risk Assessment (VTRA) training. Training will be offered on a continuous basis to ensure Administrators are trained as staff turnover occurs. All members of the senior staff group will be trained in VTRA and there will be five trained trainers on staff at all times. A certificate of completion of the training will be placed on the employee file for verification.
 - 4.1.4 Procedures for dealing with incidents of violence and how to obtain assistance;
 - 4.1.5 Reporting, investigation and documentation of violent incidents;
 - 4.1.6 Depending of context of, measures may include improved lighting and visibility, adding and updating security cameras and alarms, hiring security/school resource officer, adding additional staff or protective clothing or equipment.

5. Reporting violent incidents:

- 5.1 In order to maintain a safe working and learning environment for all employees it is expected that all employees promptly communicate issues relating to the risk of violence and related problems to their immediate supervisor or Superintendent.
- 5.2 If an employee believes that a student, fellow employee, or visitor to the school or other work sites presents a danger to the safety of students, employees or volunteers, the employee shall immediately notify their supervisor or Superintendent. If an employee is at work after hours or on weekends and a dangerous situation presents itself the employee will notify the immediate supervisor or Superintendent as soon as possible or contact the RCMP.
- 5.3 Employees must immediately report all incidents of violence to their workplace supervisor or Superintendent.
- 5.4 Every employee who has been involved in a violent incident shall complete and submit a Violent Incident Report (Form 170-1) to their workplace supervisor or Superintendent who shall submit the report to the Director.
- 5.5 Violent Incident Report Forms will become part of a Violent Incident Report File in central office.
- 5.6 Any employee who has experienced a case of violence has the right to report the matter to the police.

6. Investigation process of Violent Incidents will be in accordance with the procedures listed in AP 176.

7. Conclusion of Investigation:

- 7.1 Prepare a report to the Director and recommendations of actions, if any, as result of the incident on action and follow up if necessary or that no further follow up required.

8. Action on conclusion of investigation:

- 8.1 If the act of violence is found to have been committed by an employee, a letter will be placed in the perpetrator's file with details of the discipline imposed.
- 8.2 If the act of violence has been committed by a student, appropriate disciplinary action will be taken in accordance with established Division practice(s) for student discipline and the Education Act. The investigator shall retain written records of the incident. A copy of the records shall be placed in the student's cumulative folder.
- 8.3 If a parent or guardian of a student or member of the public has committed an act of violence, the Division will take actions necessary to minimize the risk of another incident. This may include restricting the access of that parent or guardian to school property.
- 8.4 The Division may report the incident to the police.

9. Employees who have been victims of violence:

9.1 Any employee who has been exposed to an incident of violence will be given opportunity to consult a physician for treatment or referral for post-incident counselling without loss of pay or benefits. This does not duplicate compensation for medical expenses, time loss, or disability to which any employee may be entitled to pursuant to the Workers Compensation Act. If an employee seeks medical assistance or misses work as a result of a violent incident in the workplace, the employee and the Division must file a report of injury using the appropriate forms:

9.1.1 Employer's Initial Report of Injury (WCBE1) Employer's Report

9.1.2 Worker's Initial Report of Injury (WCB W1) Worker's form

9.1.3 Marsh Canada Marsh Canada Form

10. This administrative procedure will be reviewed every three years.

Reference: Sections 85, 87, 108, 107 Education Act
Human Rights Act
Occupational Health and Safety Act

Also see:

FORM 175 VIOLENT INCIDENT REPORT