

PROTECTION OF EMPLOYEES FROM VIOLENCE IN THE WORKPLACE

Background

The District is committed to a working and learning environment free of violence, and in developing and maintaining programs that effectively contribute to the personal safety and security of all employees.

All members of the school community are to be provided a safe, caring, orderly, secure, welcoming, and inclusive learning and working environment.

Definition

Workplace Violence (“violence”) is the attempted or actual exercise by a person, other than an employee, of any physical force so as to cause injury to an employee and includes any threatening statement or behaviour which gives an employee reasonable cause to believe that the employee is at risk of injury.

Procedures

1. All employees shall be informed of the risks of violence related to their job responsibilities that they may encounter during their work day.
 - 1.1. Employees working with students with diverse needs are also to refer to Administrative Procedure 354 – Physical Restraint of Students.
2. Appropriate training shall be provided to enable employees to recognize potential risks of violence in order that they may take appropriate preventive measures.
3. All incidents of violence shall be responded to, with appropriate measures taken to prevent a recurrence.
4. Post-incident trauma counselling shall be available for the employee(s) in the incident.
5. Reporting
 - 5.1. When an employee believes they are at risk of injury due to an act or threat of violence, the employee shall:
 - 5.1.1. Use whatever means necessary to ensure their personal safety in the situation;
 - 5.1.2. Report the circumstances of the incident to their Principal/Supervisor as soon as possible;
 - 5.1.3. Fill in the appropriate WorkSafeBC forms.

- 5.2. When a report of such an incident is received by a Principal/Supervisor, they shall:
- 5.2.1. Ensure the employee(s) is/are no longer at risk;
 - 5.2.2. Report the incident to the police if deemed necessary, seeking appropriate assistance to respond to the immediate risk;
 - 5.2.3. Complete an investigation into the incident where required under WorkSafeBC Regulation;
 - 5.2.4. File the completed investigation report with the Manager, Health and Safety where required under WorkSafeBC Regulation.
 - 5.2.5. When appropriate ensure a *VSB Employee Safety Plan* is developed in order to inform all relevant employees regarding how to work safely with a person who is likely to pose a future risk of violence; and
 - 5.2.6. Refer all reported incidents of violence at the school/worksite to the school/worksite Health and Safety Committee, and the Committee shall make recommendations to management, as deemed necessary.
- 5.3. When it is the opinion of the Principal/Supervisor that an incident of violence to an employee may require consideration by District Management, the full circumstances of the incident are to be reported to a Director of Instruction/Director overseeing the department.

Reference: Sections 20, 22, 65, 85, 177 School Act
BC Human Rights Code
Workers' Compensation Act
Occupational Health and Safety Regulation
Ministerial Order 276/07 Provincial Standards for Codes of Conduct Order

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