

FACILITIES

Policy 703.6-R (previously Policy 903.6-R)

Protection of Employees From Violence in the Workplace

In order to accomplish the Board's commitment to protect employees from violence while at work, the following regulations apply:

1. Definition:

The definition of workplace violence is:

"The attempted or actual exercise 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"

"Injury" is defined as meaning "harm or hurt". Thus an incident may be considered "violent" even if any injury suffered is slight and does not require medical attention".

Any action or behaviour which does not give an employee reasonable cause to believe that he or she is at risk of injury is not covered by these regulations.

Violence between co-workers will be treated as a disciplinary matter.

2. Prevention:

- a) In September of each school year the Principal, or designate, in consultation with the Staff Collegial Council and non-teaching staff members, shall determine a time for securing the portable classrooms on site each day. After the agreed upon time any work to be done will take place in the main school building. Adjustments to this time schedule may be made in specific instances, such as parent-teacher conferences, with the understanding that every effort will be made to provide for the safety and security of an employee.
- b) Building Service Workers are not permitted to perform security checks or other work outside of school district buildings after dark unless they are accompanied. Any exception to this arrangement may only take place with the prior approval of the Assistant Manager - Operations (or designate), and with the understanding that every effort will be made to ensure the safety of the employee.
- c) The Principal, or designate, shall consult with the Business Assistant or School Secretary to determine which occasions, if any, will warrant the use of a commercial courier to transport money.
- d) Consistent with WCB Regulations, the Principal, or designate, shall inform staff who may be exposed to the risk of violence of the nature and extent of the risk. This includes a duty to provide information related to the risk of violence from persons who have a history of violent behaviour and whom employees may encounter in the course of their work.

- i) The consideration of who to inform of the risk of violence from a person with a history of violent behaviour shall include Teachers-on-Call, substitute Support Staff, Maintenance, Operations and Transportation staff as well as regular school staff who may be affected.
- ii) A student's history of violent behaviour is confidential. Staff who may be exposed to the risk of violence and need to know in order to protect themselves shall be warned of the possibility that a student may become violent and of what form that violence might take. There must not be broad access to the details of a student's previous violent behaviours.
- iii) If a student with a history of violent behaviour transfers to another school, information about the history of violent behaviour shall be forwarded in confidence to the Principal of the new school who will inform the appropriate staff.
- e) Training or instruction shall be provided as required to enable employees to recognize potential risks of violence in order that they may take appropriate preventive measures.

3. Response to Incidents:

- a) All incidence of violence against employees must be reported to the school Principal or the appropriate supervisor. The Principal, or designate, will initiate investigations, completion of reports and recommendations to prevent recurrence on the same basis as an employee injury.
- b) If an employee reports an injury or adverse symptoms as a result of an incident of violence, the Principal (or designate) must advise that employee to consult a physician.