

Protection of Employees from Violence in the Workplace

-POLICY-

The Board recognizes that students, employees and volunteer/sponsors have the right to a safe and secure environment free from violence. Violence is defined as any implied threat, either written or verbal, and any act by a person other than a worker, of physical force or intimidation which gives reasonable cause for a person to believe there is risk of injury.

Any act or threat of violence directed toward an employee by a non-employee, including students, shall not be tolerated.

-REGULATION-

1. General Guidelines

- 1.1 Affected employees shall be informed by their administrative officer/supervisor/counsellor of a known risk of violence related to their job responsibilities that they may encounter during their work day.
- 1.2 Appropriate training shall be provided, where necessary, to enable each employee to recognize potential risks of violence in order that they may take appropriate preventive measures.
- 1.3 All incidents of violence, except those affecting employees working in designated severe behavioural programs, shall be responded to under these regulations, with appropriate measures taken to minimize or prevent a recurrence.
- 1.4 Education programs designed for designated severe behavioural students must include a system for recording and dealing with violent behaviour.
- 1.5 Some form of post incident trauma counselling shall be available for the employee(s) in the incident, if needed.

2. Administrative Reporting Procedures

- 2.1 When employees, excluding those affected employees working in designated severe behavioural programs, believe there is a risk due to an act or threat of violence, the employees:

- 2.1.1 shall do what is necessary to remove themselves and their students from this difficult situation
- 2.1.2 shall report the circumstances of the incident to their administrative officer/supervisor as soon as possible
- 2.1.3 shall ensure, within reasonable limits, the safety of students under their supervision
- 2.2 Upon receipt of a report of such an incident, the administrative officer/supervisor:
 - 2.2.1 shall ensure the employee(s) is no longer at risk
 - 2.2.2 shall ensure, within reasonable limits, the safety of students under his/her supervision
 - 2.2.3 shall, if deemed necessary, report the incident to the local law enforcement authority seeking appropriate assistance to eliminate the immediate risk
 - 2.2.4 shall complete an investigation into the incident, and
 - 2.2.5 shall file a written report on the appropriate form to the Secretary-Treasurer, if the investigation confirms a violent incident.
- 2.3 When it is the opinion of the administrative officer/supervisor that an incident of violence to an employee may require comment by a senior administrator or the Board, the full circumstances of the incident are to be reported to the Secretary Treasurer, or designate, immediately.
- 2.4 Should the employee not agree with the administrative officer/supervisor's decision regarding the incident, the employee may discuss the incident directly with the Superintendent or Secretary Treasurer.
- 2.5 The Superintendent and Secretary Treasurer shall review all reported incidents and make recommendations to the Board, as necessary, to reduce future risk.