

# SCHOOL DISTRICT NO. 28 (QUESNEL)

## P R O C E D U R E S

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### NO.: 770 - PREVENTION OF VIOLENCE IN THE WORK PLACE

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Finance Committee

Ref: *Policy 203, 300, 305, 315, 335, 760 & 820*

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#### PROCEDURES:

##### 1. Definition of Violence

"... 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 the worker is at risk of injury".

(As defined in the WCB regulation)

##### 2. Risk Identification, Assessment and Orientation of Staff

2.1. Identification of situations of risk of violence, including domestic violence is the responsibility of all School District employees;

2.2. Supervisors/Principals are to review this policy with staff at least at the beginning of each school year.

2.3. The identity of persons who may display violent behaviour towards staff or have a history of violent behaviour towards staff should be made known, in confidence, to all staff who may reasonably be required to have contact with that person

2.4. Where persons 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

2.4.1. assessment of actual and potential risks

2.4.2. develop current action and safety plans at the work site using the school-based team or health & safety committee members at non-school facilities,

2.4.3. emergency procedures in the event of a problem,

2.4.4. reporting procedures

##### 3. Action Plan: Situation of Risk of Violence

3.1. When an employee believes they are at risk due to an act or threat of violence directed at them, they shall:

3.1.1. ensure within reasonable limits, the safety of students under their supervision;

3.1.2. use whatever means necessary to remove themselves from difficult situations;

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3.1.3. report on, the prescribed form (Attachment A - Threat/Violence Report) or (Attachment B – Incident Reporting Form), in the specified section, the circumstances of the incident to their principal/vice-principal/supervisor, as soon as possible

3.2. Upon receipt of a report, the Principal/Vice-Principal/Supervisor will:

- 3.2.1. ensure the employee(s) is no longer at risk;
- 3.2.2. ensure, within reasonable limits, the safety of student(s) under their supervision;
- 3.2.3. if deemed necessary, report the incident to the local law enforcement authority, seeking appropriate assistance to eliminate the immediate risk;  
complete an investigation into the incident;
- 3.2.4. complete the prescribed form (Threat/Violence Report), in the specified section and file a copy of this report to the Superintendent without delay; the Superintendent will distribute copies to the Secretary-Treasurer and appropriate Directors of Instruction who will review the report and determine if recommendations should be made to the Board of Education.
- 3.2.5. refer the employee(s) for post-incident trauma counseling.

### 4. Intervention

4.1. When an incident involving violence or the threat of violence occurs, the first action of all personnel will be to secure the safety of students, themselves and other staff.

4.2. Employees will then call for assistance, using their best judgment, balancing the severity of the incident with the most appropriate response. Assistance may be obtained from:

- 4.2.1. immediate Supervisor,
- 4.2.2. school-based team,
- 4.2.3. community agencies, such as:
  - 4.2.3.1. R.C.M.P.,
  - 4.2.3.2. ambulance,
  - 4.2.3.3. fire department.

4.3. The Board, through the District Code of Conduct and District Health & Safety Committee, shall ensure that the corrective actions are taken in response to incidents of violence.

### 4.4. Role of District Health & Safety Committee

- 4.4.1. Receive and file copies of all Threat/Violence reports written under Section 3.2.4,
- 4.4.2. Review monthly, any new Threat/Violence reports received.
- 4.4.3. The Committee will make recommendations towards the modification and refinement of policy, procedures and work environment arrangements to eliminate or minimize the risk to employees of violence in the workplace.