



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GBCC – VIOLENCE PREVENTION

Rolling River School Division is committed to providing a safe work environment for all of our staff. Management recognizes the potential for violence or threats against staff.

Actions have been taken to identify possible sources of violence and to implement a violence prevention program to eliminate or minimize risk.

Violence is defined in Part 11 of The Workplace Safety and Health Regulation, M.R. 217/2006 as *the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives anyone reason to believe that physical force will be used against them.*

Canada's *Criminal Code* prohibits violence. Employees have a right to live and work without being subjected to violence. This policy outlines what to do if an employee is subjected to threats or violence at work, or if the supervisor or employee becomes aware of a violent situation.

Employee Rights and Responsibilities

- Employees are entitled to work free from violence.
- Employees are responsible for working together in a professional manner and resolving issues in a non-violent manner.
- Employees are to bring issues to their supervisor if they cannot be mutually resolved.
- Employees must report incidents of violence to their supervisor. Employees must cooperate in the investigation of a violent incident.
- Anyone who gives evidence or information in an investigation, or is involved in the process, must keep this information confidential, except when it is necessary to deal effectively with the issue.

Employer Responsibilities

- The Senior Administration, Principals and Supervisors at Rolling River School Division will ensure, as much as reasonably practical, that no employees are subjected to violence in the workplace.
- Supervisors will take corrective action with anyone under their direction who subjects an employee to violence.
- Supervisors will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:
 - necessary to investigate the complaint
 - required to take corrective action
 - required by law
- Any information that is disclosed (as above) will be the minimum required for the purpose.

- Supervisors will ensure all employees are aware of the risks of violence in the workplace and are properly trained and equipped to protect themselves.

The Rolling River School Division violence prevention policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.

The Senior Administration, Principals, Supervisors and employees at Rolling River School Division are responsible for creating a safe working environment that is free from violence. Anyone aware of violence in our workplace must bring it to the attention of a Supervisor so the issue can be addressed immediately.

Potential for Violence

At Rolling River School Division, teachers, educational support staff and employees working in our reception areas have the highest risk of exposure to violence from students, parents and the public.

Steps to Eliminate or Reduce the Risk of Violence

Rolling River School Division will assess the risk for workplace violence annually, or more often if there is a change in the workplace or a violent incident occurs.

The reception areas have been designed to create a physical barrier between our employees and the public.

Rolling River School Division Senior Administrators, Principals and Supervisors in consultation with employees and/or other agencies if applicable, will identify individuals who have demonstrated increased risk for violent behaviours. Alerts will be distributed by Senior Administrators, Principals and/or Supervisors and the information will be shared with employees who are likely to encounter or be affected by those individuals.

Notifications of individuals who have been restricted from Rolling River School Division property will be provided by Senior Administrators, Principals and/or Supervisors to building supervisors and reception staff. Reception and other relevant staff will be informed of new alerts as they occur.

Safe work procedures have been developed to inform and train employees about the risks of violence. Documented safe-work procedures on violence prevention include:

- emergency response plan for injured workers (GBEC - Workplace Accidents Reports)
- working alone or in isolation (GBED - Working Alone)
- how to deal with irate people (WEVAS training)
- handling money (reference: School Funds Manual)
- parking lot safety (reference School Bus Safety plans)

Employees

- The violence prevention policy will be reviewed with all staff.
- The plan for working alone or in isolation will be reviewed with all employees who work alone. Employees must follow this plan and supervisors must ensure the plan is followed.
- Teachers and instructional support staff will receive personal safety and de-escalation skills training.
- Help can be summoned by using the intercom and fire alarm systems in schools or by other suitable methods.
- Radio or cell phone communication will be provided to all field employees. (reference Policy GDBCA – Employee Wireless Communication)
- Prior to attending a high risk area / individual, the employee and his / her Supervisor will develop appropriate safety procedures. (e.g. check-in times, number of employees, distress word etc.).

Notification of Risk

Supervisors will annually review and assess the potential for violence in their work setting / location. Any time there has been a change in the nature or extent of the risk of violence, Rolling River School Division will provide employees with all of the information available, including personal information, within the limitations of the law. Information will be provided to the extent necessary for the purpose.

Reporting Incidents of Violence

1. If a situation has or is likely to escalate into a physical act of violence, contact the police immediately.
2. Report all threats or acts of violence to your immediate supervisor.
3. The Supervisor will notify the Manitoba Workplace Safety and Health Division if the incident meets the definition of a “serious incident” (as outlined under the section Incident Investigation).
4. The employee and the Supervisor will complete an Incident Report Form. The form must be completed for all incidents, whether the incident involves a threat or act of violence. (cross reference Policy GBEC - Accident - Incident Reporting)
5. The Supervisor will report all incidents of violence as soon as possible to the Superintendent and in his /her absence, the Secretary-Treasurer, and complete a Workplace Accident-Incident Report Form. (cross reference Policy GBEC - Accident–Incident Reporting). The Superintendent will report the incident to the Board of Trustees at the next regular Board Meeting following receipt of the Incident Report Form.

Incident Investigation

When an incident of violence has occurred or could reasonably be expected to occur, Rolling River School Division will take the following steps:

1. If the incident meets the definition of a “serious incident” as defined by Part 2 of the Workplace Safety and Health Regulation, (cross reference Policy GBEC – Accident - Incident Reporting) the Supervisor will immediately notify the Workplace Safety and Health Division and the co-chairs of the local Workplace Safety and Health committee.

2. The supervisor will advise any employees who may be at risk and will notify the Superintendent, or in his /her absence, the Secretary-Treasurer, of the incident.
3. The safety and health committee co-chairs, the Supervisor, and any other persons required, will complete an investigation into the incident.
4. All information available and relevant to the violent incident will be provided to the investigation team.
5. The investigation results will be summarized by the employer co-chair of the safety and health committee with a copy of the report given to the Supervisor, Superintendent, Secretary-Treasurer and the safety and health committee.
6. The recommendations will be reviewed with the safety and health committee and documented on the Incident Report Form.
7. Progress on implementing any recommendations will be documented on the safety and health committee minutes. Once the recommendations have been implemented, staff will be notified and it will be noted on the safety and health committee minutes.

Annual Report

Each investigation report will be included in the annual workplace violence report produced every June. The annual report on violence will be provided to the Board of Trustees and the local safety and health committees no later than June 30 of each year.

Follow up to a Violent Incident

Employees who have been victims of violence will be:

- encouraged to seek medical help from their healthcare providers or referrals for post-incident counselling, if required;
- given the opportunity to be examined by a doctor and transported to a medical facility, if required.

Employees will keep all existing benefits while under treatment or counselling.

If a support staff employee gets medical help or misses work due a workplace violent incident, both the employer and employee must file a report of injury with the Workers Compensation Board.

The Supervisor, Superintendent and Secretary-Treasurer will review the incident and its effects and take reasonable steps to accommodate employees involved in the incident.

Date Adopted: November 7, 2012

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