

## **PROTECTION OF EMPLOYEES FROM VIOLENCE IN THE WORKPLACE**

### **Background**

The District is committed to protecting employees from violence in the work place.

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

### **Definition**

Violence is 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 behavior which gives a worker reasonable cause to believe that he or she is at risk of injury (Ref: WorkSafeBC OHS Regulation 4.27).

### **Procedures**

1. All employees shall be informed by their Principal/ Supervisor of any known risks of violence related to their job responsibilities that they might encounter during their workday.
2. Appropriate training shall be provided at the District and/or work site level to enable each employee 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 minimize or prevent a recurrence.
4. The employer must ensure that a worker reporting an injury or adverse symptom as a result of an incident of violence is advised to consult a physician of the worker's choice for treatment or referral (Regulation 4.31(3)).
5. When employees believe they are at risk due to an act or threat of violence directed at them, the employees:
  - 5.1. Shall ensure within reasonable limits, the safety of students under their supervision;
  - 5.2. Shall use whatever means necessary to remove themselves from this difficult situation;
  - 5.3. Shall report, on [Form 175-1: Violence/Threat/Intimidation Report](#), the circumstances of the incident to their Principal/ Supervisor, as soon as possible.
6. Upon receipt of a report of such an incident the Principal/ Supervisor:
  - 6.1. Shall ensure, within reasonable limits, the safety of students under their supervision;
  - 6.2. Shall ensure the employee(s) is no longer at risk;

- 6.3. Shall, if deemed necessary, report the incident to the local law enforcement authority seeking appropriate assistance to eliminate the immediate risk;
  - 6.4. Shall complete an investigation into the incident;
  - 6.5. File a written report on [Form 175-1: Violence/Threat/Intimidation Report](#), to the Assistant Superintendent if the investigation confirms a violent incident; and
  - 6.6. Advise site safety committee of details and make recommendations as may be necessary to reduce future risk.
7. Reports of incidents of violence in the workplace shall be reported to WorkSafeBC by the District Health and Safety Officer.

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  
Collective Agreements

Adopted: November 2019  
Revised: