



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURES

### WORKPLACE VIOLENCE (Policy Statement: Workplace Violence)

#### Purpose

The purpose of this Administrative Procedure is to establish a framework for responding to situations involving acts of workplace violence against staff, students, and visitors in order to increase protection and minimize the probability of recurrence of workplace violence.

#### References

*The Education Act*  
*The Occupational Health and Safety Act*

#### Procedures

1. As defined by the Occupational Health and Safety Act (OHSA), workplace violence is:
  - a. the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
  - b. an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
  - c. a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

Workplace violence includes Domestic Violence if the threat to a worker also has the potential to impact the safety of the worker and their co-workers in the workplace.

2. The Board has the responsibility to:
  - (i) endeavor to create a working environment that is free from any workplace violence; and
  - (ii) ensure that it deals effectively, quickly and fairly with any situations involving claims or acts of violence that come to its attention.
3. Education and ongoing communication is important in preventing violence in the workplace. Training programs for all staff will ensure that everyone knows what the expectations of the policy are and how they will be applied. Board employees shall also be made aware of the risks associated with their

position using risk assessments, the seriousness of domestic violence, and their responsibilities in informing the appropriate supervisor when they are reasonably aware that domestic violence may occur in the workplace.

The Board will make available general information on this policy for non-staff.

4. To support this end, the Board expects that staff, in conjunction with students, parents, pastors and members of the community, will work co-operatively to develop procedures that deal with incidents as they arise, but which also puts into place proactive strategies that are reviewed on an ongoing basis, and contribute to an environment in which violent behaviour is neither fostered, nor ignored and where Gospel values of faith, hope and love are modeled and encouraged.

Everyone who is responsible for enforcing this policy or advising on procedures should be thoroughly aware of the policies and procedures that are part of the workplace rules.

5. Individuals who require immediate assistance where acts of violence are occurring are to summon immediate assistance using the proper means necessary in the circumstances. Individuals shall immediately report acts of violence and any serious threats made against them or witnessed by them. Workers who have information that they, or a fellow worker, is subject to domestic violence that may expose them or their fellow workers to physical injury in the workplace have a responsibility to inform their supervisor, except where the supervisor may be a party to the domestic violence, in which case the worker shall inform the Manager of Human Resources or designate.

Notification shall be made in accordance with the procedures outlined in the Board's Workplace Violence Prevention Protocol.

6. Right to Refuse or Stop Work Where Health or Safety in Danger

Under the Occupational Health and Safety Act, a worker can refuse to work if he or she has reason to believe he or she may be endangered by violence in the workplace. Section 14 of the Board's Health and Safety Policy and Procedure Manual outlines the procedure related to the right to refuse or stop work where health or safety is in danger.

7. Incident Investigation Procedures

Individuals shall immediately report acts of workplace violence made against them or witnessed by them to their immediate supervisor. If the immediate supervisor is the source of the incident, the complaint shall be addressed to that individual's supervisor. In the event that this is not appropriate, the incident shall be reported to the appropriate Superintendent.

The person receiving the complaint will immediately assess the situation and ensure that the immediate safety concerns are addressed.

In potentially serious/violent situations, the Violence Threat Assessment Team, as defined in the Guide, may decide to take immediate action, which may involve the Police, the serving of a Trespass Order or other immediate action as appropriate.

After receiving notification of the incident, the immediate supervisor must ensure that a Staff Violent

Incident Report Form (Form A), describing the incident, has been completed. Please refer to the Workplace Violence Prevention Guide for details regarding the appropriate details of the report and its distribution.

The immediate supervisor will review the Incident Report immediately, gather information and develop a Plan of Action (Form E). The Plan of Action developed will be made in compliance with the applicable policies and operating practices of the Algonquin and Lakeshore Catholic District School Board and the prevailing applicable regulations.

Following a detailed review of the incident, the Assessment Team will follow the appropriate existing Board operating practice or procedure such as, but not limited to:

- The Safe Schools Policy;
- Standards of Behaviour and Disciplinary Practices;
- Workplace Harassment;
- Safe Arrival Program;
- Code of Conduct;
- Access to School Premises;
- Health and Safety; or,
- Police and School Board Protocol

These existing policies and administrative procedures allow for a due process for the individual with regards to the information that has been obtained and provide procedures for resolution and appeals.

## 8. Expected Professional Behaviours

**Confidentiality :** The Algonquin and Lakeshore Catholic District School Board will not disclose a complainant's or respondent's name, or any circumstances related to a complaint to anyone, except as necessary to investigate the complaint, take the necessary corrective action, or as required by law.

**Retaliation:** Any form of retaliation is considered a serious breach of conduct and will not be condoned. Reports of retaliation will be investigated and appropriate steps will be taken to address the situation.

**Malicious Reporting:** In the event that a complaint was made in bad faith (with the malicious intent to harm another person's reputation), that person will be subject to the appropriate disciplinary actions as defined by the Board's Human Resources Policies and the respective collective agreement.

## 9. The Board shall, on an ongoing basis:

- measure the effectiveness of the policy and administrative procedures and implement changes as necessary;
- respond to any claim ;
- provide staff, parent/guardians, students and volunteers with information on the potential negative effects of workplace violence.
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## **Appendices**

Appendix 1: Violent Incident Investigation Flow Diagram

Appendix 2: Summons of Immediate Assistance

## **Forms**

Form A: ALCDSB Staff Violent Incident Report Form

Form B: Request for Assistance

Form C: Student Services Department Transition to School Information Record

Form D: Profile of Skills

Form E: Plan of Action

## **Associated Documents**

Workplace Violence Prevention Guide

Approved: January 25, 2011