

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Human Resources</b>	<i>Policy Number</i> <b>427</b>
<i>Former Policy #</i> <b>412/504</b>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date:</i>	<i>Last Approval Date:</i>
<b>September 25, 1990</b>	<b>July 2, 1991 July 6, 2010 June 19, 2012 October 29, 2013 March 29, 2016 March 28, 2017</b>

**POLICY TITLE:     WORKPLACE VIOLENCE**

## **SECTION A**

### **1. PURPOSE**

The York Catholic District School Board recognizes its obligation to establish policies and procedures to minimize and/or prevent violence in the workplace in order to foster the safety and security of Board employees.

### **2. POLICY STATEMENT**

The York Catholic District School Board does not tolerate violence or unacceptable behaviour in the workplace perpetrated by or against employees. In the event of a violent incident perpetrated by an employee, the York Catholic District School Board will discipline the employee, up to and including dismissal from employment.

### **3. PARAMETERS**

#### **3.1 Violence Prevention Program**

The York Catholic District School Board shall establish a violence prevention program to reduce the risk of violence in the workplace. All employees are expected to be aware of and participate in such program, as required.

The violence prevention program shall include:

- 3.1.1 Risk assessment process
- 3.1.2 Training and education
- 3.1.3 Reporting and investigation process

#### **3.2 Annual Review**

This policy will be reviewed at least annually to ensure its effectiveness in accordance with the *Occupational Health and Safety Act*.

### **3.3 Risk Assessment**

- 3.3.1 The risk of workplace violence shall be re-assessed as often as necessary to ensure the policy and related administrative procedures continue to protect workers from workplace violence.
- 3.3.2 Once the results have been analyzed by the parties, recommendations as well as actions must be taken to remove as many risks as can be reasonably removed and to instruct employees how to recognize any remaining risk.
- 3.3.3 Specific written policies and procedures will be developed to respond to all identified risks.

### **3.4 Training and Education**

- 3.4.1 All employees are required to be trained on the contents of this policy and to receive a copy of the policy.
- 3.4.2 Employee training shall include:
  - i) The means to recognize potentially violent situations;
  - ii) Procedures, practices, administrative arrangements and controls that have been developed to minimize or eliminate the risk to workers;
  - iii) The appropriate responses of workers to incidents of violence, including how to obtain assistance;
  - iv) Procedures for reporting violent incidents.
- 3.4.3 Employees will be provided with newly acquired information, including personal information, related to a risk of workplace violence to them in a timely manner.

### **3.5 Reporting**

- 3.5.1 Each and every incident of violence in the workplace shall be reported immediately to the School Administrator / Department Manager / Supervisor.
- 3.5.2 The Employer's Report of Accident/Violent Incident – Admin 10 will be used to record and report any incident of workplace violence to the Superintendent of Human Resources or designate.
- 3.5.3 Dependent upon the nature of the violent incident, other forms may require completion and submission.

### **3.6 Investigation**

- 3.6.1 Under the direction of the Superintendent of Human Resources, all violent incidents shall be investigated immediately by the appropriate School Administrator/ Department Manager / Supervisor along with the Health & Safety Officer and Certified Worker Member.
- 3.6.2 Incidents involving students shall be investigated in accordance with the procedures established by the Student Services Department and Safe and Caring Schools program.

## **4. RESPONSIBILITIES**

### **4.1 Director of Education**

- 4.1.1 To oversee compliance with the Workplace Violence policy.

### **4.2 Senior Administrators**

- 4.2.1 To support the implementation and compliance with the Workplace Violence policy.

4.2.2 To be responsible for providing leadership in the implementation of the Workplace Violence policy.

#### **4.3 Health and Safety Officer**

4.3.1 To be responsible for providing the management of the implementation of the Workplace Violence policy.

4.3.2 To be responsible for ensuring employees are provided appropriate training on the Workplace Violence policy and procedures.

#### **4.4 Principals/Department Managers/Supervisors**

4.4.1 To be responsible for assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and for informing any affected employee of such risk or potential risk.

4.4.2 To be responsible for reporting risks of violence and, incidents of violence, to the Health and Safety Officer and Senior Administration according to the time lines set out in the procedures.

4.4.3 To be responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident.

4.4.4 To be responsible for co-operating with police, or other authorities, as required during any investigation related to workplace violence.

#### **4.5 Employees**

4.5.1 To be responsible for informing their School Administrator/Department Manager/Supervisor of any violence, potential risk of violence, or unacceptable behaviour they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or his or her co-worker's safety.

4.5.2 To be responsible for reporting to their School Administrator/Department Manager/Supervisor any incidents of violence or close calls according to the procedures.

4.5.3 To be responsible for attending any training or information session provided by the employer to reduce violence or risks of violence.

4.5.4 Co-operate with the police or other authorities, as required during any investigation related to workplace violence.

#### **4.6 Non Employees (Parents/CSC Members)**

4.6.1 To be responsible for informing the School Administrator of any violence, potential risk of violence, or unacceptable behaviour they may experience or witness.

4.6.2 Co-operate with the police or other authorities, as required during any investigation related to workplace violence.

### **5. DEFINITIONS**

#### **5.1 Domestic Violence**

Is characterized by abusive, coercive, forceful, or threatening acts or words used by one member of a family, household, or intimate relationship against another. Domestic violence can enter the workplace when an abuser attempts to harass, stalk, threaten or injure a victim at work.

## 5.2 Refusal to Work

A worker may refuse to work or do particular work where he or she has reason to believe that workplace violence is likely to endanger himself or herself.

## 5.3 Workplace

In or on the property of the York Catholic District School Board or away from York Catholic District School Board property if the employee is engaged in work-related activities.

## 5.4 Workplace Violence

- i) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- ii) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- iii) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. *OHS*A R.S.O. 1990, c.0.1 s1(i).

**Workplace violence** can consist of physical or psychological unacceptable behaviours including but not limited to:

- i) Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting;
- ii) Carrying or brandishing weapons of any sort;
- iii) Throwing objects at an individual with a view to cause physical injury or fear;
- iv) Destruction of workplace, co-worker's or others' property;
- v) Threats of violence;
- vi) Intimidating behaviour or gesture that causes the recipient to have a fear of physical violence;
- vii) Obscene or threatening communication e.g. telephone, emails, instant messaging.

## 6. CROSS REFERENCES

YCDSB Policy 202 Safe Schools: Student Discipline

YCDSB Policy 409 Occupational Health and Safety

YCDSB Policy 425 workplace Harassment

*Occupational Health and Safety Act and Regulations (OHS*A)

<b>Approval by Board</b>	<b>March 28, 2017</b> <hr/> <i>Date</i>
<b>Effective Date</b>	<b>March 29, 2017</b> <hr/> <i>Date</i>
<b>Revision Dates</b>	<b>March 28, 2017</b> <hr/> <i>Date</i>
<b>Review Date</b>	<b>March 2018</b> <hr/> <i>Date</i>