



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 427
<i>Former Policy #</i> 412/504	<i>Page</i> 1 of 5
<i>Original Approved Date</i> September 25, 1990	<i>Subsequent Approval Dates</i> July 2, 1991 July 6, 2010 June 19, 2012 October 29, 2013 March 29, 2016 March 28, 2017 March 29, 2022

POLICY TITLE: WORKPLACE VIOLENCE

SECTION A

1. PURPOSE

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

2. OBJECTIVE

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 Workplace Violence Prevention Program

The York Catholic District School Board shall establish a workplace violence prevention program to take every reasonable precaution under the circumstances to reduce the risk of violence in the workplace. All employees are expected to be aware of and participate in this policy and procedure, annually.

The workplace violence prevention program shall include:

- 3.1.1 Workplace violence risk assessment and reassessment process.
- 3.1.2 Measures and procedures to control the risks identified in the assessment or reassessment of the risk of workplace violence identified as likely to expose a

- worker to physical injury.
- 3.1.3 Measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.
- 3.1.4 Measures and procedures for workers to report incidents of workplace violence to the school board or supervisor.
- 3.1.5 Information of how the school board or Supervisor will investigate and deal with incidents or complaints of workplace violence.
- 3.1.6 Training and education.
- 3.1.7 Provision of information to workers related to a risk of workplace violence from a person with a history of violence if:
 - 3.1.7.1 The worker can reasonably be expected in the course of their professional duties and responsibilities to encounter that person in the course of their work, and;
 - 3.1.7.2 The risk of workplace violence is likely to expose the worker to physical injury.
 - 3.1.7.3 Personal information about a person with a history of violent behaviour must not be disclosed more than is reasonably necessary to protect workers from physical injury.
- 3.1.8 Risk of domestic violence that may reasonably enter into the workplace.

3.2 **Annual Review**

This policy will be reviewed in consultation with the Joint Health & Safety Committee, as often as necessary, but at least annually to ensure its effectiveness in accordance with the *Occupational Health and Safety Act*.

Any changes will be referred to the Board of Trustees Policy Review Committee for approval.

4. **RESPONSIBILITIES**

4.1 **Director of Education**

- 4.1.1 To oversee compliance with the Workplace Violence policy.

4.2 **Senior Team**

- 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:
 - 4.3.1.1 Providing the management of the implementation of the Workplace Violence policy.
 - 4.3.1.2 In collaboration with colleagues and/or external service providers, coordinating the training for employees and in consultation with the Board's Organization Development/Privacy/FOI Coordinator, for ensuring employees are provided with appropriate training on the Workplace Violence policy and procedure.
- 4.3.2 To ensure that investigations are completed for incidents of workplace violence.

4.4 Principals/Department Managers/Supervisors

- 4.4.1 To communicate this policy and related procedure to employees and ensure training is complete.
- 4.4.2 To be responsible for taking every precaution reasonable in the circumstances for the protection of employees, including but not limited to, in situations where a student or students are assailants.
- 4.4.3 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.
- 4.4.4 To be responsible for reporting risks of violence and incidents of violence, to the Health and Safety Officer and Senior Administration according to the timelines set out in the Workplace Violence procedure.
- 4.4.5 To be responsible for ensuring access to medical care for assessment and treatment, if applicable, for anyone involved in an incident and for securing the safety of employees, before investigating the incident.
- 4.4.6 To be responsible for contacting police or other authorities, regarding incidents of workplace violence as soon as may be reasonably necessary and for cooperating with police, or other authorities, as required during any investigation related to workplace violence.
- 4.4.7 To conduct investigations for incidents of workplace violence.
- 4.4.8 To ensure a copy of this policy and related procedure are posted on the Health and Safety bulletin board.

4.5 Employees

- 4.5.1 To be responsible for informing their School Administrator/ Department Manager/Supervisor of any workplace violence, potential risk of workplace violence, or unacceptable behaviour they may experience or witness. This includes potential for domestic violence that may expose them or co-workers to physical injury in the workplace.
- 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 participating in any training or information session provided by the employer to reduce violence or risks of violence.
- 4.5.4 To cooperate with the police or other authorities, as required during any investigation related to workplace violence.
- 4.5.5 To review the policy and procedure annually and be aware of their responsibilities, as well as the overall policy/procedural requirements.

4.6 Non-Employees (Parents/CSC Members)

- 4.6.1 To be responsible for informing the School Administrator of any workplace violence, potential risk of workplace violence, or unacceptable behaviour they experience or witness.
- 4.6.2 To cooperate 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 they have reason to believe that workplace violence is likely to endanger themselves.

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 or it may impact work relationships.

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; and
- vii) Obscene or threatening communication e.g., telephone, emails, instant messaging.

6. CROSS REFERENCES

[Occupational Health and Safety Act and Regulations](#) (OHS

YCDSB Policy 202 [Safe Schools - Student Discipline](#)

YCDSB Policy 409 [Occupational Health & Safety](#)

YCDSB Policy 425 [Workplace Harassment](#)

YCDSB Policy 430 Right to Disconnect: Fostering a Healthy Workplace

Approval by Board	March 29, 2022 <i>Date</i>
Effective Date	March 30, 2022 <i>Date</i>
Revision Dates	March 29, 2022 <i>Date</i>
Review Date	March 2023 <i>Date</i>