

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Violence in the Workplace</b>	<b>CODE: GBE</b>
<b>LEGAL STATUS: Board Motion 294.06, 142.23</b>	<b>DATE APPROVED: 11 Dec 06 12 June 23</b>

**Background:** The Board of Education of the Prince Albert Roman Catholic School Division No. 6 of Saskatchewan has, pursuant to Section 3 of The Occupational Health and Safety Regulations 2020, developed this policy to deal with violence against employees in the workplace.

Section 3-26 (1) of The Occupational Health and Safety Regulations, 2020 defines violence as, "... the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury." Furthermore, the term "worker" is to include students, volunteers, and contracted workers.

The Board of Education has completed a risk assessment to determine the possibility and probability of violence in its buildings (Appendix A).

**POLICY:** **The Board of Education recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow workers, students, parents/guardians of students, or visitors. The Board of Education is committed to fostering and maintaining a safe environment for its school division members, staff and students so as to minimize the risk to all school division members.**

**Guidelines:**

1. Efforts will be made to implement procedures to minimize or eliminate risks of violence to school division members.
2. All school division members share in the responsibility to assist the Board in providing an optimum safe workplace.
3. All school division members shall promptly communicate issues relating to the risk of violence and related problems first to the principal and then the Director of Education.
4. All allegations of violent incidents will be investigated. Any incident which results in serious physical harm to a school division member shall be reported to the police.
5. The Board shall inform the Occupational Health and Safety Committee of all reports of confirmed violent incidents.
6. If an employee is a victim of a violent act that results in seeking medical assistance or missing work, the employee and the Board will file a report of injury with the Workers' Compensation Board as required by

section 52 of the Workers' Compensation Act, 2013 for those members covered by the Workers' Compensation Act.

**Procedures:**

7. In compliance with the Occupational Health and Safety Regulations Section 3-26 (3) (h), it is recommended the employee seek a physician for treatment and/or a referral for post-incident counseling.
1. Professional development will be provided periodically to assist employees who may be at risk of violence.
2. School staffs will provide opportunities for students to learn to handle situations in a non-violent manner.
3. Employees who work directly with students will be informed, as permitted by the Privacy Act 2003, when they have a student who has a history of violence.
4. Employees who work directly with students will be informed, as permitted by the Privacy Act 2003, when they have a student who suffers from a medical condition which can increase the probability of that student being a perpetrator of violent acts.
5. Employees who provide direct services to a student whose parent has a history of violence or who has previously threatened school staff will be informed.
6. If an employee believes that a student, fellow employee or visitor to the school or other workplace represents a danger to the security of the school or other workplace, the employee shall immediately notify the principal or designate.
7. Employees must immediately report all incidents of violence to the principal of the school or the Director of Education, as the case may be. Principals shall report all violent incidents to the Director of Education (Appendix B).
8. The violent incident will be investigated by the principal and/or Director of Education, as the case may be.
9. When the perpetrator is an employee, the Board will administer severe disciplinary action and will take appropriate corrective action.
10. When the perpetrator is a student, the Board will administer disciplinary action in accordance with The Education Act, 1995.
11. When the perpetrator is a parent/guardian or a member of the public who is not a parent/guardian, the Board will report the incident to the police.
12. Any employee who has been a victim of violence will be given the opportunity, without loss of pay, to be examined by his or her physician. An employee who visits a physician or other health care specialist for treatment or counselling will not lose any pay or other benefits. This does not duplicate compensation for medical expenses, time loss or disability to which any employee may be entitled to pursuant to The Workers' Compensation Act, 2013.



## Risk Assessment – Risks of Violence

### A. Identification of worksites

This policy applies to:

- ☐ Schools
- ☐ Catholic Education Centre
- ☐ Maintenance Shop
- ☐ Other places where staff are engaged in school approved activities

### B. Identification of jobs at risk

Employees who work in the following circumstances could be at risk of being exposed to violent incidents:

- ☐ Employees who work directly with students who have a history of violence.
- ☐ Employees who work with students who suffer from medical conditions which can increase the probability of those students being the perpetrators of violent acts.
- ☐ Employees in schools who provide services to a student whose parent/guardian/caregiver has a history of violence or who has previously threatened school staff.

### C. Potential risks to the safety of school and school division members

The following risks were identified during the risk assessment:

- ☐ Intervening between students who are in conflict with each other.
- ☐ Dealing with adults (e.g., parents/guardians) who are unreasonably aggressive.

### D. Commitment to the Board of Education to provide training

The Board is committed to providing training to its employees in the following areas:

- ☐ Prevention or minimization of risk of violence.
- ☐ Recognition and control of potentially violent situations.
- ☐ Response to violent incidents and how to obtain assistance.
- ☐ The reporting, investigation and documentation of violent incidents.



**VIOLENT INCIDENT REPORT FORM**

**(To be completed and given to principal or Director of Education/Designate)**

**Date:** \_\_\_\_\_

**Name of Victim(s):** \_\_\_\_\_

**Name of individuals involved:** \_\_\_\_\_

**Location of incident:** \_\_\_\_\_

**Witnesses:** \_\_\_\_\_

**Brief description of incident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Was the incident reported immediately to principal or Director of Education/Designate**  
**Yes \_\_\_ No \_\_\_?**

**Was medical attention required? Yes \_\_\_\_ No \_\_\_\_ If so by whom and on what**  
**location/date?** \_\_\_\_\_

**What other follow-up was taken?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What further follow-up is suggested?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_