

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

### **Background**

The District believes that employees should work in an environment free from violence.

Violence is defined as “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 behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury” (W.C.B. Occupational Health and Safety Regulation *Section 4.27*). The phrase “other than a worker” includes students, intruders, parents or guardians and workers of an employer other than School District No. 43 (Coquitlam).

The District’s Violence in the Workplace program is consistent with W.C.B. Regulations, Part 4, Sections 4.27 to 4.31. Violence between employees of School District No. 43 (Coquitlam) will be governed by W.C.B. regulation (Section 4.24), the administrative procedure on personal, discriminatory and sexual harassment, and collective agreements.

School District No. 43 (Coquitlam) considers any act of violence against employees of the District, while performing their duties, to be a serious threat to the school environment and to the safety of staff. The District will promote the prevention of violence in the workplace by providing necessary information relating to: potential violence; training of employees; circulating preventative reports; reporting of violent incidents; conducting investigations and making recommendations to prevent future incidents of violence in the workplace.

### **Procedures**

1. All District employees shall be made aware of their responsibilities to respond to and report incidents of violence.
2. The employer shall inform workers who could be exposed to the risk of violence of the nature and extent of the risk. Employer responsibilities include the duty to provide information and outline violence prevention procedures where there is a known risk of violence. This information includes identifying persons with a history of violent behaviour whom workers are likely to encounter in the course of their work.
3. In-service opportunities shall be provided, as needed. These may include workshops in the areas of conflict resolution and intervention strategies for dealing with violent incidents.

4. Joint Health and Safety Committee
  - 4.1 The Joint Health and Safety Committee at each work site, annually, shall establish and/or review procedures to eliminate or minimize the risk of violence to employees.
  - 4.2 If applicable, a risk assessment shall be undertaken by the Joint Health and Safety Committee at any work site where there is a risk of injury to employees from violence or where a violent incident involving employees has occurred as a result of their duties and responsibilities. Refer to Form 408-1 for A Risk Survey which may be utilized for this purpose.
  - 4.3 Results of a risk assessment will be reviewed by the site Joint Health and Safety Committee and a copy is to be forwarded to the Health, Safety and Environment Officer.
5. To the fullest extent possible, the following response procedures shall be utilized in dealing with an incident of violence, as defined in this Administrative Procedure.
  - 5.1 If an employee is involved in a violent incident where there is a continuing danger of violence, the police should be notified using 911 procedures. The Principal/supervisor shall be informed as soon as possible.
  - 5.2 If an employee is involved in a violent incident where the immediate threat has passed, then the Principal/supervisor shall be informed. The police shall be notified through non-emergency procedures, as appropriate to the incident.
  - 5.3 Acts of violence to District employees shall be reported on a Violent Incident Report form (Form 408-2). It is the responsibility of an employee to complete the form, and for the Principal/supervisor to investigate the incident, together with the Safety Committee member. Corrective action, by appropriate personnel, must be taken to prevent or minimize future violence in the workplace.
  - 5.4 Employees who were victims of a violent incident may seek assistance and support from colleagues or the Employee and Family Assistance Plan.
  - 5.5 The Principal/supervisor shall forward the Violent Incident Report to the Health, Safety and Environment Officer who will review the report and follow-up as needed.
6. There shall be an annual review and report of the prevention of violence in the workplace by the District Joint Health and Safety Committee. This report shall include any recommendations and/or action plans for the upcoming school year and shall be forwarded to the Superintendent.

Reference: W.C.B Occupational Health and Safety Regulation  
Form 408-1 Risk Assessment Survey of Violence in the Workplace  
Form 408-2 Violent Incident Report

Review: September 2023