

*SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)*

**POLICY**

**POLICY #528 Protection of Employees from Violence in the Workplace**

**RATIONALE**

The Board of Education is committed to protecting employees from violence in the work place.

**POLICY**

Any act or threat of violence directed toward an employee by a non-employee, including students, shall not be tolerated.

ADOPTED: November 8, 1999

Reviewed/Revised: November 5, 2007  
February 8, 2010

Statutory Reference:

## REGULATIONS AND PROCEDURES

POLICY #528 Protection of Employees from Violence in the Workplace

### ADMINISTRATIVE REGULATIONS

1. The definition of violence is:
  - a) 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 behavior which gives a worker reasonable cause to believe that he or she is at risk of injury (Ref: WorkSafeBC OHS Regulation 4.27).
2. All employees shall be informed by their principal/vice principal/supervisor of any known risks of violence related to their job responsibilities that they might encounter during their workday.
3. Appropriate training shall be provided at the district and/or work site level to enable each employee to recognize potential risks of violence in order that they may take appropriate preventive measures.
4. All incidents of violence shall be responded to, with appropriate measures taken, to minimize or prevent a recurrence.
5. The employer must ensure that a worker reporting an injury or adverse symptom as a result of an incident of violence is advised to consult a physician of the worker's choice for treatment or referral (Regulation 4.31(3)).

### ADMINISTRATIVE REPORTING PROCEDURES

1. When employees believe they are at risk due to an act or threat of violence directed at them, the employees:
  - a) shall ensure within reasonable limits, the safety of students under their supervision;
  - b) shall use whatever means necessary to remove themselves from this difficult situation;
  - c) shall report, on a prescribed form, the circumstances of the incident to their principal/vice principal/supervisor, as soon as possible.
2. Upon receipt of a report of such an incident the principal/vice principal/supervisor:
  - a) shall ensure, within reasonable limits, the safety of students under their supervision;
  - b) shall ensure the employee(s) is no longer at risk;
  - c) shall, if deemed necessary, report the incident to the local law enforcement authority seeking appropriate assistance to eliminate the immediate risk;
  - d) shall complete an investigation into the incident;
  - e) file a written report on the appropriate form to the assistant superintendent if the investigation confirms a violent incident; and
  - f) advise site safety committee of details and make recommendations as may be necessary to reduce future risk.
3. Reports of incidents of violence in the workplace shall be reported to WorkSafeBC by the district safety officer.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004, October 1, 2007,  
November 5, 2007, February 10, 2010

Statutory Reference: