



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: S-9 Workplace Risk Assessment

Date: March 6, 2015 Updated: November 30, 2018

1. DEFINITION OF WORKPLACE VIOLENCE

- 1.1. "... 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 for behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury." (As defined in the WCB regulations)
- 1.2. What it's not ...Harassing behaviour or verbal abuse that does not give a worker reasonable cause to believe that a risk of physical injury exists is not covered by the violence regulations. Violence between co-workers is also not covered, but is addressed by WCB Industrial Health and Safety Regulations R4.25-1.

2. RISKS IDENTIFICATION

- 2.1. Identification of situations of risk of violence is the responsibility of all school district employees.
- 2.2. Situations of risk of violence identified are to be reported immediately to the site supervisor/principal.

3. ACTION PLAN: SITUATION OF RISK OF VIOLENCE

- 3.1. Once a risk has been identified, an action plan will be developed by a committee under the direction of the site supervisor/principal. Committee members will include:
 - 3.1.1. site supervisor/principal (Chair);
 - 3.1.2. employee at risk;
 - 3.1.3. support person for employee;
 - 3.1.4. appropriate resource personnel as required.
- 3.2. The Action Plan will include but not limited to the following:
 - 3.2.1. name(s) of person(s) creating the risk;
 - 3.2.2. name(s) of person(s) directly at-risk;
 - 3.2.3. a description of the demonstrated behaviour which is creating a risk;
 - 3.2.4. a description of the expected appropriate behaviour including the rationale;

- 3.2.5. efforts in the past, if any, to change behaviour;
- 3.2.6. circumstances which tend to cause at-risk behaviour, or an escalation of misbehaviour;
- 3.2.7. procedure/strategies to affect desired behaviour;
- 3.2.8. consequence for violent misbehaviour - if appropriate.

3.3. Principals/supervisors are responsible for filing all Action Plans at the worksite with a copy forwarded to the District Safe Schools Coordinator.

4. ORIENTATION OF STAFF IDENTIFIED RISKS

4.1. Where persons are known who may display violent behaviours, the principal/supervisor will include the following in orientating staff:

- 4.1.1. review of this policy;
- 4.1.2. philosophy of the District;
- 4.1.3. identity of person(s) who may display violent behaviours;
- 4.1.4. current action plans at worksite file;
- 4.1.5. emergency procedures in the event of a problem;
- 4.1.6. reporting procedures;

4.2. Supervisors / principals are to review this policy with staff at least at the beginning of each school term.

5. DEALING WITH AN EMERGENCY

5.1. When an incident involving violence or the threat of violence occurs, the first action of employees will be to secure the safety of students, themselves and other staff.

5.2. Employees will then call for assistance using their best judgment, balancing the severity of the incident with the most appropriate response. Assistance may be obtained from:

- 5.2.1. immediate supervisor;
- 5.2.2. District staff;
- 5.2.3. other employees;
- 5.2.4. Community agencies, such as: R.C.M.P., ambulance or fire department.

5.3. As soon as practical after an incident of violence, the principal/supervisor and employee(s) involved will complete a report of the incident for filing with the District Safe Schools Coordinator.