



Policy Statement

The Keewatin-Patricia District School Board recognizes that violence and threat of violence are a serious hazard to its employees and is committed to preventing and controlling such risks in its workplace. This includes situations where an employee may be exposed to domestic violence while at work. This policy applies to all Board employees and includes, but is not limited to, all visitors, contractors, vendors and delivery persons.

Rationale

As part of the internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions. This, together with Safe Schools legislation, means that violent and potentially violent activity will be investigated by the Board and will be acted upon in a manner that protects members of the school community in the workplace. Violent behavior which increases the risk of violence in the workplace will not be tolerated.

Definition

Workplace Violence

As defined by the Occupational Health and Safety Act, workplace violence is: the exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or a statement or behaviour that it 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. Workplace violence can include but is not limited to threatening behaviour, verbal or written threats, harassment, verbal abuse and physical attacks. This definition of workplace violence is broad enough to include acts that would constitute offences under Canada's Criminal Code.

Cross Reference:
Occupational Health and Safety Act
HR Procedure: OW-10
Policy 705 Health and Safety
Policy 708 Respectful Working &
Learning Environment
Policy 709, Workplace Harassment
Procedure 709, Workplace Harassment

Date Approved: September 14, 2010
Date Revised: March 6/12; May 14/13; May 12/15;
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Review by: Annual Review



Policy Section: **Personnel/Employee Matters**

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Policy Name: **Workplace Violence**

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Workplace

The workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

Guidelines

1. There are expectations for all parties in the workplace:
 - (a) Managers and supervisors are responsible for ensuring that the workplace is safe and workers are protected from hazards. To this end they must, on behalf of the employer, ensure employees are familiar with the Workplace Violence and Harassment Program Procedure (OW-10). This includes recognizing and communicating to others where hazards related to violence may exist, immediately investigating incidents and establishing measures to prevent recurrences.
 - (b) Employees are responsible for reporting any hazard, which includes potentially violent circumstances of which he/she is aware. Employees are also responsible for cooperating in investigations and participating in associated training.

2. Domestic Violence

Any employee experiencing violence outside of the workplace (i.e. domestic violence) that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence so that the Board can take reasonable preventive steps.

Workers who have information that they, or a fellow worker is subject to domestic violence that may expose them or their fellow workers to physical injury in the workplace have a responsibility to inform their immediate supervisor.

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3. No Reprisal

This policy prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of workplace violence.

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