

# POLICY

SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)

## WORKPLACE VIOLENCE PREVENTION

Reference: D-3  
Approved: April 30, 2008

### WORKPLACE VIOLENCE PREVENTION PROGRAM

#### General

The Board of Education recognizes that there is a possible threat of violence in some workplace situations. The objectives of this policy are prevention, affirmation of safe procedures, and reporting and investigation of incidents of violence.

#### Definitions

What is Workplace Violence?

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.

What it is 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 Occupational Health and Safety (OHS) Regulation 27.

School District No. 53's overall approach to the prevention of violence will be:

The provision of information relating to any possible violence;

Training of employees; and

Reports, investigation and recommendations to prevent future incidents.

Supervisors have the responsibility to inform and advise all employees who may be exposed to possible violence. The employees shall be informed and instructed on how to exercise their duties without exposing them to any greater danger than is necessary.

# **REGULATION**

## **SCHOOL DISTRICT NO. 53**

### **(Okanagan Similkameen)**

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**Revised: April 30, 2008**

### **WORKPLACE VIOLENCE PREVENTION PROGRAM**

#### **Prevention Procedures**

Written instructions detailing violence prevention procedures are to be included in each school's handbook. The risk to operations employees is minimal. Written instructions for custodians and bus drivers are to be included in their handbooks.

#### **Fights**

Fights between students may be possible threats of violence to workers. If not handled cautiously, these incidents obviously carry with them significant likelihood of injury. When attending a fight between students, staff shall follow the district procedure as outlined in Procedure For Staff Responding to Fights, Appendix D.

#### **Worker and Supervisor Training**

Any employees at risk and their supervisor must be given information about the risk. They must also be given training in the correct response procedures.

The training must ensure that violence prevention procedures and work environment arrangements are understood and followed. The training and procedures will vary from site to site and with different situations.

Notes on the training must be maintained to provide a written record of the training. It should detail what was covered, who attended and who the instructor was.

#### **Procedure for Incident Reporting and Investigation**

All incidents of violence must be reported to the employee's supervisor. Workplace violence is 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.

A written account must be completed as soon as possible after the incident (see Appendix B).

An investigation of the incident must be completed, with a written report by the supervisor regarding the incident and the supervisor's actions when notified. This report is to be sent to the Superintendent of Schools along with the completed violent incident report (Appendix B).

Any employee reporting an injury as a result of workplace violence needs to be advised to see a physician for treatment or assessment of possible injury or referral if incident trauma counselling is needed. Employees should be reminded of the Employee Assistance Plan that is available to them.

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**Incident Follow-Up**

The Superintendent or designate will review the actions taken in response to incidents of violence to ensure the objectives of this program.

**Program Review**

The School District Health and Safety Committee shall review the Violence Prevention Program every year at the June meeting of the committee. An evaluation of the effectiveness of the program will be completed by the committee. This review shall be documented in the minutes.

The program shall be revised as necessary by the committee. Revised copies will be sent to each school and site.



SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)
Violent Incident Report

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School/Site: \_\_\_\_\_

Report Filed By: \_\_\_\_\_

Location of Incident (be specific): \_\_\_\_\_

Brief Description of Incident:

Multiple horizontal lines for describing the incident.

(use additional paper if needed)

Personal Injuries (if any):

Horizontal lines for reporting personal injuries.

Name(s) of People Involved (if known):

Horizontal line for names of people involved.

Name(s) of Witnesses (if any):

Horizontal lines for witness names and phone numbers.

Police Attended: [ ] Yes [ ] No Officers Name \_\_\_\_\_

Police Action Taken: \_\_\_\_\_ Police File No. \_\_\_\_\_

Parents/Guardians Notified: [ ] Yes [ ] No

Name of Person Contacted: \_\_\_\_\_

When completed send copy to Superintendent along with investigation report.

In your best judgement, this incident involving violence can best be categorized as (check more than one box if necessary):

- Verbal Abuse to employee
- Verbal Threat to employee
- Written Threat to employee
- Physical Assault against employee
- Sexual Assault against employee
- Students Fighting
- Bullying/Intimidation
- Violence by Intruder
- Inciting Others to Violence
- Property Damage/Vandalism
- Racial Confrontation
- Weapon Involved
- Other (explain)

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**When completed send copy to Superintendent along with investigation report.**

**Appendix C**

**SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)  
Student Risk Assessment Form**

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When completed send to the Superintendent of Schools.

Demographic Information:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ M/F \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: Mother \_\_\_\_\_

Father \_\_\_\_\_

School:

A. Degree of Risk: Violent or Aggressive towards

|          |     |      |          |        |
|----------|-----|------|----------|--------|
| Staff    | N/A | Mild | Moderate | Severe |
| Students | N/A | Mild | Moderate | Severe |
| Self     | N/A | Mild | Moderate | Severe |

B. Damage to property

N/A Mild Moderate Severe

C. Number of violent behaviour incidents formally reported.

Comments:

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cc School Principal  
School File  
Parent

## Appendix D

### School District No. 53 (Okanagan Similkameen)

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#### **Procedure for Staff Responding to Fights**

Fights are one of the more common emergencies that occur in schools. If not handled cautiously, these incidents can lead to personal injury.

**Staff should be aware that their safety is a priority.**

#### **When responding to a fight:**

- Arrange for additional staff support. Where possible, approach the situation in pairs
- Notify school administration (e.g. Send a student runner)
- Assess the situation visually:
  - ◆ how many people are involved?
  - ◆ are weapons involved?
  - ◆ are the police needed?
  - ◆ is medical attention needed?
- Approach calmly and watch the peripheral areas
- Keep your hands free, other than for use of a cell phone or walkie-talkie.
- Remain calm. Be aware of body language
- Disperse the crowd on approach
- Give simple, loud verbal commands, "Stop!"
- Identify yourself to the individuals. Use combatants' names, if possible.
- Other than commands, use a normal tone of voice.
- Try to isolate the individual(s) but leave them (and yourself) an exit route
- Advise them of your expectations and the consequences of failure to comply with your requests.
- Be flexible. Change strategies as necessary.

#### **Important:**

- ◆ Physical intervention of any type should be used as a last resort and only with extreme caution.
- ◆ Don't chase or prevent the combatants from leaving
- ◆ If the combatant(s) are not students, call the police immediately, or send a runner to the office

#### **Following the incident:**

##### **Staff Responsibilities:**

- Ensure medical needs are dealt with
- Document the facts as per school procedure
- Obtain names of witnesses (Keep witnesses separate if police attending scene)
- Complete Violent Incident Report (SD53 Policy D-3)
- Complete Student Incident Report if injury has occurred

##### **Administrator Responsibilities:**

- Secure any weapons with a minimum of handling
- Notify parents (Administrator or designate)
- If staff member is injured, report to first aid attendant and complete employee first aid injury/incident report.
- Ensure that all of the staff responsibilities have been completed