

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. D-3

Adopted: April 30, 2008
Revised: February 22, 2012 (regs)
Revised: October 19, 2016
Reviewed: February 22, 2017
Revised: April 13, 2022

WORKPLACE VIOLENCE PREVENTION

Preamble

The Board of Education is committed to maintaining a safe and violent-free work environment for its employees.

Policy

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 he or she is at risk of injury.” (*WorksafeBC OHS Regulation 4.27*)

Acts of violence by a non-employee or student toward an employee will be investigated. The objectives of this policy are prevention, affirmation of safe procedures, and reporting and investigation of incidents or threat of violence.

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REGULATIONS

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WORKPLACE VIOLENCE PREVENTION

Incidents between employees are addressed by the district's *Policy D-6 Respectful Workplace*.

Prevention Procedures

Supervisors have the responsibility to inform, advise and train all employees who may be exposed to possible violence; and are responsible for reports, investigations and recommendations to prevent future incidents.

Employee Training

Employees must be trained to ensure that violence prevention procedures are understood and followed. The training and procedures will vary from site to site depending on different situations. A written record detailing training covered, attendance and the instructor's name must be maintained at the site.

Incident Reporting and Investigation Procedure

Violence which gives a worker reasonable cause to believe that he or she is at risk of injury must be reported to the employee's supervisor and a Violent Incident Report completed by the employee with their supervisor as soon as possible after the incident.

An investigation of the incident, per Section 5 of the district's Occupational Health & Safety Program, must be completed by the supervisor.

Incident Follow-Up Procedure

The Superintendent or designate will review the actions taken in response to incidents and follow up, if required.