

ADMINISTRATIVE GUIDELINE

Title: Health and Safety: Violence in the Workplace Policy Statement

Effective Date: June 1, 2011
Revised: June 1, 2016

Responsibility: Director of Education

The Near North District School Board recognizes that violence and threat of violence are serious hazards to its employees and is committed to preventing and controlling such risks in the workplace. To this end an administrative guideline establishes requirements for incident reporting, risk assessment, control measures, communication and training. Any act of workplace violence is unacceptable conduct. As part of the internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions. The Near North District School Board is committed to taking every reasonable precaution to protect workers from violence that is likely to expose workers to physical injury in the workplace.

Domestic violence occurring in the workplace is recognized by the *Occupational Health and Safety Act (OHS)* as workplace violence. The *OHS* does not require an assessment of the risks of domestic violence becoming workplace violence.

1.0 Definition of Workplace Violence

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

2.0 Definition of Workplace

Any land, premises, location or thing at, upon, in or near which a worker works.

3.0 Application

This statement applies to all members of the Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property.

Managers and Supervisors are responsible for insuring the workplace is safe and that workers are protected from hazards. Employees are responsible for reporting any hazard, including workplace violence or threats, and to cooperate in investigations and participate in associated training.

4.0 Review

In accordance with the OHS, this document shall be reviewed at least annually, signed and dated by the Director of Education and posted accordingly.

(The JOHSC will review this document annually at their last JOHSC meeting.)