

**Windsor-Essex Catholic District School Board**



Section: Human Resources

**POLICY H: 19**  
**Violence Prevention in the Workplace**

<b>NUMBER:</b>	H: 19
<b>EFFECTIVE:</b>	June 25, 2007 March 28, 2018
<b>AMENDED:</b>	June 2017 March 2018
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2021-2022

## 1.0 OBJECTIVE:

- 1.1 That the Windsor-Essex Catholic District School Board shall promote a safe and orderly working environment for its employees through implementation of effective measures to prevent and deal with violence in the workplace.

## 2.0 DEFINITIONS:

- 2.1 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 the worker;
  - c) 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.
- 2.2 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.

## 3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board shall support and endorse the provision of a safe, secure and orderly environment in which people may work in an atmosphere of mutual respect in accordance with the Board’s Mission, Vision and Goals.
- 3.2 The Board shall not tolerate workplace violence on Board property, on school buses, or at Board sponsored programs or events.
- 3.3 This policy applies to all members of the Board community, including but not limited to, trustees, students, employees, and other users, such as members of consultative

committees, clients of the Board, parents, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

- 3.4 The rights of students to a respectful working and learning environment, free from violence, are dealt with under other appropriate policy, legislation or regulations including, but not limited to, the Education Act and the Board/School Code of Conduct.
- 3.5 This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

#### **4.0 SPECIFIC DIRECTIVES:**

##### 4.1 Information and Instruction with Respect to Workplace Violence

- a) The Board will provide an employee with:
- i. information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
  - ii. any other information or instruction prescribed by applicable legislation.
- b) The Board shall provide information to an employee, including personal information, where that information relates to a risk of workplace violence from a person with a history of violent behaviour if,
- i. the employee can be expected to encounter that person in the course of his or her work; and
  - ii. the risk of workplace violence is likely to expose the employee to physical injury.
- c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

##### 4.2 Domestic Violence

- a) If the Board becomes aware or ought reasonably to be aware that domestic violence that is likely to expose an employee to physical injury may occur in the workplace, the Board will take every reasonable precaution to protect the employee.

##### 4.3 Assessment of the Risks of Workplace Violence

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- a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- b) The Board will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- c) The assessments and reassessments shall take into account:
  - i. circumstances that would be common to similar workplaces;
  - ii. circumstances specific to the workplace; and
  - iii. any other elements prescribed by legislation.
- d) The Board shall advise the Joint Health and Safety Committee of the results of the assessments/reassessments in accordance with the Occupational Health and Safety Act and its regulations.

### **4.4 Program to Implement the Policy with Respect to Workplace Violence**

- a) The Board will develop and maintain a program to implement the Violence Prevention in the Workplace Policy that complies with the requirements of the Occupational Health and Safety Act and its regulations.
- b) The program will,
  - i. include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 4.3, as likely to expose an employee to physical injury;
  - ii. include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
  - iii. include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor; and
  - iv. set out how the Board will investigate and deal with incidents or complaints of workplace violence.

### **4.5 Posting of the Policy**

- a) The policy concerning workplace violence will be posted at a conspicuous place in the workplace.

**5.0 RESPONSIBILITY FOR IMPLEMENTATION:**

- 5.1 The Director of Education shall implement, maintain and monitor the Violence Prevention in the Workplace Policy, and develop and maintain programs in accordance with the Ontario Occupational Health and Safety Act to help minimize the risk of violence in the workplace.
- 5.2 The Windsor-Essex Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

**6.0 REVIEW AND EVALUATION:**

- 6.1 This policy shall be reviewed in the 2021-2022 Policy Review Cycle, and/or as otherwise required.

**7.0 REFERENCES:**

Statutes and Regulations:

- Criminal Code (Canada)
- Ontario Occupational Health and Safety Act
- The Education Act and Regulations
- The Child and Family Services Act
- The Youth Criminal Justice Act
- The Charter of Rights and Freedoms
- Ontario Human Rights Code
- Teaching Profession Act
- Ontario College of Teachers Act

Other related policies of the Board which support this policy are:

- A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
- H: 02 Employee Wellness Program
- H: 06 Health and Safety of Employees
- H: 08 Workplace Harassment
- H:09 Assault on Employee
- H:10 Employee Injury/Illness
- SC: 10 Crisis/Trauma Response \*\*Website states currently under review. No link to policy
- SC: 11 Trespassing
- SC: 14 Emergency Measures Plan
- SC: 15 Code of Conduct
- SC:18 Bullying Prevention and Intervention
- ST: 05 Student Discipline Policy
- ST:18 Physical Intervention
- Program for Violence Prevention in the Workplace