

Number:	<i>to be determined</i>
Topic:	Violence Prevention in the Workplace
Effective:	September 2010
Cross Reference:	
Revision Date:	September 2011
Responsibility:	Executive Officer of Human Resources

INTENDED PURPOSE:

The Halton District School Board is committed to the promotion of the values of relationships, respect, responsibility, and ingenuity for all. The Board believes that in adhering to these values there can be no tolerance of violence in the work or learning environment.

The Halton District School Board is committed to providing a safe, healthy and violence free workplace.

PROCEDURES:**1.0 Objective**

That the Halton District School Board promote a safe and orderly working environment through implementation of effective measures to prevent and deal with violence against workers in the workplace.

2.0 Definitions*Violence*

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

Workplace

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

3.0 Guiding Principles

The Halton 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.

The Halton District School Board shall not tolerate workplace violence and will work to minimize the risks of it occurring in the workplace.

4.0 Specific Directives

The employer, in consultation with the Joint Health and Safety Committee, will develop, implement, and maintain a workplace violence prevention and intervention program.

The employer, in consultation with the Joint Health and Safety Committee will provide workers with information, instruction and supervision to protect the health and safety of the worker.

5.0 Responsibility For Implementation

The Director, or designate, shall implement, maintain and monitor the Violence Prevention in the Workplace Administrative Procedure and supporting Programs in conjunction with Administrative Council and Principals.

6.0 Review and Evaluation

The effectiveness of this Administrative Procedure shall be assessed through consultation with the Joint Health and Safety Committee. The Policy will be reviewed annually.

7.0 References

Statutes and Regulations:

- The Education Act and Regulations
- The Child and Family Services Act
- The Occupational Health and Safety Act
- The Youth Criminal Justice Act
- The Criminal Code of Canada
- The Charter of Rights and Freedoms
- Antiracism and Ethno cultural Equity (Education Act, s.8 (1), 29.1)
- Ontario Human Rights Code
- Safe Schools Act, 2000
- Education Act (Progressive Discipline and School Safety, 2007)

Board Policies/Procedures:

- Bullying Prevention
- Acceptable Use of Information in Computer Technology
- Cashless Schools
- CAS
- Criminal Background Checks
- Discrimination/Harassment
- Bullying
- Home Instruction
- Equity and Inclusive Education
- Diversity
- Occupational Health & Safety
- Optional Attendance
- Video Surveillance
- Access to School Premises
- Behaviour, Discipline, and Safety of Students
- Managing Violent and Aggressive Behaviour of Students With Special Needs
- Violence in the Workplace
- Respective Workplace
- Emergency Response Plan

8.0 Roles and Responsibilities

Senior Administration

The Director of Education and Senior Administration has the responsibility for the health, safety and well being of all employees.

Principals/Supervisors

Principals/Supervisors/Managers have responsibility for the health, safety, and well being of employees at their worksite.

Workers

Every worker contributes to the creation of a safe and healthy workplace. All workers must accept as a personal responsibility their own role in reporting violence in the workplace.

Contract Workers

Contract workers are expected to adhere to the provisions of all Board policy and procedure, including the provisions of the Violence Prevention in the Workplace Policy and Program.

9.0 Workplace Violence Reporting Procedures

The Halton District School Board takes all reported incidents of violence seriously and will not ignore, condone or tolerate threatening or violent behavior by any person.

Any worker of the Halton District School Board who believes that he or she is threatened or who experiences or witnesses any workplace violence must promptly report it to their Administrator/Supervisor/Manager.

10.0 Incident Investigation Procedure

The Administrator/Supervisor/Manager is responsible for conducting an incident investigation.