**Administrative Procedure**

**VIOLENCE PREVENTION**

**Background**

(Enter School Division) recognizes the potential for violence in the workplace and will establish mechanisms for protecting the health and safety of all workers who may be exposed to violent situations.

(Enter School Division) is responsible to establish processes to identify where violent situations have occurred or may be reasonably expected to occur, to inform workers about the violence hazards/risks in the workplace, to develop a prevention plan and care plan for potentially violent incidents, and to provide training. These processes will include:

* informing workers of the nature and extent of risk from violence that they are likely to encounter in the course of their work;
* actions to minimize or eliminate the risk of violence at the workplace (e.g., security systems, emergency codes and specialized care plans);
* reporting and investigating of violent incidents;
* debriefing, including reviewing available supports; and
* training of employees with respect to violence in the workplace.

The Division recognizes that, in certain circumstances, its employees may be at risk of acts of violence by fellow employees, students, parents or guardians of students, or by visitors to the workplace. The Division will consistently try to ensure its employees are aware of situations in which violence may occur.

**Definition**

Violence is the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury. (Section 3-26 OHS REGS)

Incidents of violence can include:

* attempted or actual assaults;
* threatening statement(s); or
* behaviour towards a worker made by another person, which gives the worker reasonable cause to believe that he or she is at risk.

Incidents of violence may occur at the place of employment, at a worksite or in other work-related areas. Under current Saskatchewan occupational health and safety law, the conduct of all public, students, volunteers, employers, supervisors, managers and co-workers, is relevant.

**Procedures:**

1. (Enter School Division) will:
   1. Identify worksite(s) or specific worker positions where violent situations have occurred or may be reasonably expected to occur;
   2. Inform workers about the violence hazards/risks in the workplace; and
   3. Ensure that a prevention plan and care plan(s) are developed for potentially violent incidents such as violent student, family members and high hazard workplaces with the potential for violence incidents. Implement a training program that includes:

* the means to recognize potentially violent situations;
* criminal code charges may be laid as appropriate;
* procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
* the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
* procedures for reporting violent incidents (applicable incident report form).

1. Supervisors, including Managers, Foreman, in-school Administrators and Senior Leaders will:

2.1 Identify potential violence hazards and risks to workers in their work area;

* 1. Develop and implement measures to eliminate or minimize identified violence hazards/risks;

2.3 Develop safe work plans/procedures specific to high risk violent situations and potential violent events;

2.4 Train workers about these violence hazards/risks and the implemented control strategies;

2.5 Include violence identification and control strategies as part of the new worker orientation process; and

2.6 Ensure worker compliance with safe work procedures.

2.7 Investigate violent incidents and follow applicable (Enter School Division) Administrative Procedures, plans and processes.

* + - If the investigation confirms a violent incident one (1) or more of the following may occur. If the perpetrator is:
    - An employee, the Division may administer appropriate corrective and disciplinary action;
    - A student, the Division may administer disciplinary action in accordance with *The Education Act*;
    - A parent or caregiver of a student, the Division will take actions to minimize the risk of another incident, which may include restricting that person’s access to school property, or reporting the incident to the police;
    - A member of the public who is not a parent or caregiver of a student, that person may be reported to the police.

1. Employees will:
   1. Comply with safe work practices and procedures to reduce the risk of violence.
   2. Report and document all incidents to their immediate supervisor.
   3. Inform their supervisor of any violence hazards/risks encountered in their workplace.
   4. Work with their supervisor to resolve violence situations.
2. The Occupational Health Committee (OHCs) will:
   1. Assist the employer and supervisor to identify, assess and control violence hazards/risks.
   2. Assist in the development and implementation of safe work practices/procedures that will help to eliminator or minimize workplace violence.
   3. Assist the employer in the development and ongoing assessment of training and educational programs for workers regarding violence.
   4. Monitor the effectiveness of the implemented violence controls.

Reference: *The* *Saskatchewan Employment Act,* Sections 3-8, 3-9, 3-21(1).

*The* Occupational Health and Safety Regulations (2020), Section 3-26.

*The* Education Act, Sections 85, 87

Human Rights Code

Canadian Charter of Rights and Freedoms