

Violence Prevention in the Workplace

Administrative Procedure

Status:	Active
Effective:	September 2010
Revision Date:	September 2025
Review Date:	September 2026
Responsibility:	Superintendent 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. The Halton District School Board promotes a safe and orderly working environment through the developments, implementation and maintenance of a workplace violence prevention program, including the provision of information, instruction and supervision to employees.

DEFINITIONS

Workplace Violence:

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

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PROCEDURES

1. Summoning Immediate Assistance

- 1.1. When workplace violence occurs or is likely to occur, a worker/employee may summon immediate assistance by any of the following means if available:
 - a) using the PA system,
 - b) using walkie-talkies,
 - c) asking a student to seek assistance from an adult in the building,
 - d) calling out loud to other co-workers,
 - e) using a phone, or
 - f) using a cell phone.
- 1.2. Each Board site shall determine how to summon immediate assistance and include it in the site's Emergency Response Plan.

2. Violent Incident Reporting & Investigation

- 2.1. All employees shall promptly report all incidents of workplace violence, including threats, to the Principal/Supervisor. Any verbal reports made shall be followed up with a completed Employee Incident Report (EIR) and a Safe Schools Incident Report (SSIR).
- 2.2. If the Principal/Supervisor is a party to the violent incident, the employee shall inform a Human Resources designate.
- 2.3. The Principal/Supervisor or Human Resources designate shall ensure a thorough investigation is completed to determine:
 - a) what happened,
 - b) why it happened, including the circumstances and/or antecedents leading up to the incident,
 - c) who was involved, directly or indirectly,
 - d) who witnessed the incident,
 - e) where and when it happened,
 - f) how it happened,

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g) what corrective actions and measures need to be taken to prevent a recurrence.

- 2.4. The investigation must be fair, unbiased and conducted in a confidential manner to the fullest extent possible under the Occupational Health & Safety Act.
- 2.5. The Principal/Supervisor in consultation with the appropriate Superintendent of Education and Human Resources designate shall ensure the perpetrator(s) of the violent incident(s) are held accountable for their behaviours according to the applicable legislation, and policies/administrative procedures.

3. Provision of Information

- 3.1. The Principal/Supervisor shall provide information, including personal information, to an employee about the risk of workplace violence from a person with a history of violent behaviour if the employee can expect to encounter that person in the course of their work and if the risk is likely to expose the employee to physical injury.
- 3.2. Disclosure of personal information on a person with a history of violent behaviour is limited to what is reasonably necessary to protect the employee from physical injury.

4. Assessments for the Risk of Violence

- 4.1. The Health & Safety Department will coordinate the assessment(s) of the risks of workplace violence that arise from the nature of the workplace, the type of work and conditions of work.
- 4.2. Reassessments for the risks of violence shall be conducted as often as necessary to ensure the workplace violence administrative procedures and workplace violence program continue to protect employees from workplace violence.

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- 4.3. The site Joint Health & Safety Committee shall be advised of the results of such assessment(s).

5. Domestic Violence

- 5.1. Employees that have information that they or a fellow employee is experiencing domestic violence that may expose them or other employees to physical injury in the workplace, have a responsibility to inform their Principal/Supervisor. Where the Principal/Supervisor may be party to the domestic violence, the employee shall inform Human Resources.
- 5.2. The Principal/Supervisor shall maintain confidentiality and only disclose to others who need to know, information that is necessary for the protection of employees in the workplace.
- 5.3. If necessary, an Employee Safety Plan shall be developed for the employee who is experiencing domestic violence to minimize risk while in the workplace.

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Cross-Reference:

Legislation

Education Act and Regulations

Occupational Health and Safety Act

Safe Schools Act

Ministry Policy & Program Memoranda

Board Policies, Procedures & Protocols

Discrimination and Harassment Policy;

Respectful Workplace Policy;

Respectful Workplaces Free of Discrimination and Harassment Administrative Procedure;

Bullying Prevention and Intervention Administrative Procedure;

Positive School Climate Administrative Procedure;

Equity and Inclusive Education Policy

Occupational Health & Safety Administrative Procedure;

Access to School Premises Policy;

Safe and Accepting Schools Policy;

Suspension and Expulsion Administrative Procedure;

Violence Threat Risk Assessment Administrative Procedure;

Planned Student Behaviour Prevention, Management and Intervention Administrative Procedure

Working Alone Administrative Procedure

Revision History

- September 2025: update to dates; no changes
- June 5, 2024: Administrative Procedure Update Report 24072