

# FORT LA BOSSE SCHOOL DIVISION

TITLE – **VIOLENCE PREVENTION POLICY**

POLICY - **EBBBA**

Cross Reference – **JLDBB,  
JLDBB-R, JLDBB-E**

Resolution # - 79/19

Legal Reference -

Last Reviewed - 08/04/19

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## **Purpose**

- \* To provide a working environment that ensures, that so far as reasonably practicable, that no worker is subject to threats or violence in the workplace.

## **Scope**

- All staff of the Fort La Bouse School Division as well as volunteers, parents and contractors involved in the business of the School Division.

## **Definition**

- “Violence” is the attempted or actual exercise of physical force against a person and any threatening statement or behavior that gives anyone reason to believe that physical force will be used against them.

## **Policy**

- This policy recognizes the principle that all employees should have a working environment that is free from physical violence or the threat of physical assault and all parties shall make reasonable efforts to maintain this goal.
- The right of confidentiality both of the complainant and of the accused will be respected, consistent with the school division’s legal obligations and with the necessity to investigate allegations of violence or physical abuse and to take corrective action where this abuse has occurred. Any information that is disclosed will be the minimum required for the purpose.
- Duty to inform – When a risk of violence in the workplace is identified, it is incumbent upon the supervisor, or employer, to inform the worker about the risk of violence in the workplace regarding the nature and extent of the risk and the risk of violence from persons whom workers are likely to encounter in the course of their work.
- Nothing in this policy statement derogates from any other rights which any other employee may have under any collective agreement or statute, including The Human Rights Code of Manitoba.
- Employees must report incident of violence to their Supervisor and in turn Management will take corrective action with anyone under their direction who subjects an employee to violence.
- Employees are responsible for working together in a professional manner and resolve issues in a non-violent manner.
- Assessment of Risk – the assessment of risk for workplace violence will be considered annually by the WPS&H Committee or more often if something in the workplace changes, or a violent incident occurs.

- Employees will be informed about safe work procedures on violence prevention including;
  - Emergency response plan
  - Working alone or in isolation
  - How to deal with irate individuals
  - Handling money
  - Parking lot safety
- The violence prevention policy will be reviewed with all staff at orientation
- Reporting on incidents of violence
  - If the situation has or is likely to escalate into a physical act of violence, contact the police immediately.
  - Report all threats or acts of violence to your immediate supervisor.
  - The employee and the supervisor will complete a Violent Incident Report Form. The form must be completed for all incidents, whether the incident involves a threat or act of violence.
  - The supervisor will notify the Manitoba Workplace Safety and Health Division and the Divisional WPS&H Co-Chairs, if the incident meets the definition of a “serious incident” as defined by Part 2 of the WPS&H Regulation.
  - The employee and the supervisor will complete an Incident Report Form. The form must be completed for all incidents, whether the incident involves a threat or act of violence. (Attachment #1)
  - It is recommended that the employee who has been harmed consult with their health care provider or appropriate councilor.
- Incident investigation
  - The Workplace Safety & Health Co-Chairs, the supervisor, and any other persons required, will complete an investigation into the incident
  - All information available and relevant to the violent incident will be provided to the investigation team
  - The investigation results will be summarized by the employer co-chairs with a copy of the report given to the supervisor, Superintendent and the Workplace Safety & Health Committee
  - The recommendations will be reviewed with the Workplace Safety & Health Committee and documented in the Incident Report Form
  - Progress on implementing any recommendations will be documented on the safety and health committee minutes