CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

Workplace Violence Prevention

DIRECTIONAL POLICY

800 Nurturing Employee Relations

Title of Administrative Procedure:

Workplace Violence Prevention

Date Approved:

April 2026

Projected Review Date:

April 2027

Directional Policy Alignment:

This Administrative Procedure aligns with the *Nurturing Employee Relations Directional Policy*. The Catholic District School Board of Eastern Ontario is committed to promoting and maintaining a healthy, safe, and secure environment for all members of the school community. This is achieved by putting in place measures to advise employees of potential risks of violence so that they can perform their duties in a safe and effective manner. The respect and dignity with which we treat one another are fundamental to the Board's vision and central to our Christian philosophy as we are each a unique creation of God.

Alignment with Multi-Year Strategic Plan:

The *Workplace Violence Prevention Administrative Procedure* supports our vision of cultivating the heart, mind, body, and soul of our students and staff. This administrative procedure is aligned with the tenant of "Protecting" which reflects our priority of promoting actions that ensure the protections of God's creation.

CDSBEO Strategic Plan

Purpose

This administrative procedure outlines the Board's commitment to the prevention of workplace violence and recognizes its responsibly for employees' health and safety. It outlines the Board's commitment to take necessary and reasonable steps to protect employees from workplace violence.

Action Required

The Board is committed to providing a safe environment for all workers. This administrative procedure applies to all workers of the Board and their interactions with the Board community, including, but not limited to, trustees, students, workers, visitors such as parents and community members, volunteers, Community Use permit holders, contractors, and employees of other organizations who work on or are invited on to Board property.

Steps to Follow for Employees Who Experience Workplace Violence

A worker who experiences workplace violence will:

a. Immediately report the incident to their principal or supervisor. The principal or supervisor will be responsible for determining the appropriate response and course of action. If the alleged aggressor is the immediate supervisor, the worker will report the incident to the supervisor's manager.

b. As soon as it is safe to do so, the worker must complete and submit an *Employee Violent Incident Report (EVIR)*, using the Board's online reporting system, as well as the *Safe Schools Incident Report (SSIR)*, if applicable. Refer to Reporting and Investigating Incidents of Workplace Violence below, for further details.

Note: In the case of a serious incident, normal emergency procedures should be followed to seek the assistance of emergency first responders, as required.

1. Intimate Partner Violence Awareness and Response

a. Employees are encouraged to inform their principal or supervisor if they are experiencing Intimate Partner Violence outside of the workplace or become aware of Intimate Partner Violence that may create a risk to themselves or others in the workplace (whether the notifying employee is the victim or not).

b. When a principal or supervisor is informed of an employee experiencing Intimate Partner Violence, the principal or supervisor will gauge the nature and extent of the threat and take actions, as deemed appropriate, to protect employees and students, under the advice of their Family of Schools Superintendent and the Superintendent of Human Resources or designate, regardless of whether the threat of Intimate Partner Violence is from a co-worker or from someone outside of the workplace. Actions may include, but are not limited to:

- The completion of *Appendix B - Notification of Potential Risk Form;*
- Informing police;
- Requesting peace bonds or trespass orders; and

- Providing or developing an Employee Safety Plan.

c. When possible, principals or supervisors are to make available to all employee's information about support available for victims of Intimate Partner Violence (i.e., Employee and Family Assistance Plan, community counseling, support groups, shelters, and the Police). When possible, principals or supervisors will remind potential victims of Intimate Partner Violence of these resources. See *Appendix B – Community Resources for Victims of Violence* for a list of resources.

d. In all circumstances, a principal or supervisor must tell the victim that if they feel at risk of physical harm, whether inside or outside the workplace or at home, the employee should contact the police.

e. Additionally, the Board shall ensure that its *Workplace Violence Prevention Administrative Procedure* is reviewed when the Board becomes aware of the risk of Intimate Partner Violence.

2. Reporting and Investigating Incidents of Workplace Violence

a. By an Employee against another Employee of the Board:

- All incidents of workplace violence by an employee against another employee must be immediately reported to the employee's principal or supervisor.

- The principal or supervisor will determine if immediate action is necessary through consultation with their Family of Schools Superintendent and the Superintendent of Human Resources or designate. This may include removing the employee from the presence of the alleged aggressor if it is safe to do so. The employee will be required to complete an *EVIR* regarding the matter.

- Upon receipt of the EVIR, the principal or supervisor will investigate the allegations in consultation with the Superintendent of Human Resources or designate. Such investigation may include interviewing and/or obtaining statements from individuals with knowledge of the events in question and reviewing any other relevant supporting materials. The employee being accused of workplace violence will be made aware of and provided with the opportunity to respond to the allegations against them during the course of the investigation.

- If the employee has concerns with respect to their principal or supervisor subjecting them to workplace violence, the employee will contact the

Superintendent of Human Resources or designate to report the concern. Alternative arrangements with respect to the investigation process outlined above will be undertaken.

b. By a Student against an Employee of the Board:

- All incidents of workplace violence by a student against an employee must be immediately reported to the employee's principal or supervisor.

- The employee will be required to complete an online *EVIR* to report the matter. The employee may also be required to complete an online *SSIR*.

- The principal or supervisor will investigate the reported incident and respond to the *EVIR* with any steps taken to prevent a recurrence. This may include creating or amending a *Student Safety Response Plan*, use of personal protective equipment, creating or communicating *Appendix A - Notification of Potential Risk Form*, debriefing with the employee, or other action as deemed necessary by the principal or supervisor.

- It is recognized that enhanced training measures for staff may be required to support a student's behaviour dysregulation where there is a risk of injury for employees and other students. When a violent incident occurs, the following staff will be involved with reviewing and altering the S*tudent Safety Response Plan* if required: Special Education Department members, regular classroom teachers, Special Education Resource Teachers and educational assistants, school administrators, and other pertinent special education staff.

Note: All employees working at school sites should review the *Notification of Risk of Violence Binder* (green binder) and provide a signature acknowledging that they have been made aware of and read safety plans contained within.

c. By a Third Party (e.g. parent, visitor, contractor, etc.) against an Employee of the Board:

- All incidents of workplace violence by a third party against an employee must be immediately reported to the employee's principal or supervisor.

- The principal or supervisor will determine if immediate action is necessary through consultation with their Family of Schools Superintendent and/or the Superintendent of Human Resources or designate.

- The employee will be required to complete an *EVIR* to report on the matter.

- When an imminent threat of workplace violence exists, the supervisor or designate will convene a meeting with appropriate personnel to ensure the safety of an employee from workplace violence. Actions to mitigate the risks posed to the employee could include the creation of *Appendix A - Notification of Potential Risk Form*, contacting police, limiting access to the workplace, and establishing a work alone plan.

3. Notification of Potential Risk from a person with a History of Violent Behaviour

The principal or supervisor will ensure that employees have been provided with sufficient information, which may include personal information related to a risk of workplace violence, if:

a. The worker can be expected to encounter that person in the course of their work; and,
b. The risk of workplace violence is likely to expose the worker to physical injury.

The principal or supervisor will use *Appendix A - Notification of Potential Risk Form*, to ensure appropriate disclosure to affected employee(s) of persons with a history of violence posing a potential threat to employee safety.

The completed form is to be stored in a confidential manner in the principal or supervisor's office. Each employee meeting the criteria set out in the paragraph above must review the form annually or as new information arises and sign off that they are aware of the information identified on the form. This includes occasional and supply staff as well as Central Board Office staff who may be expected to encounter the person while on school premises. It will be the principal or supervisor's responsibility to ensure this disclosure is made to each affected employee.

4. Workplace Violence Risk Assessments

a. Risk Assessments:

The Board will ensure each work location completes a risk assessment annually with respect to the potential for violent incidents at that work location, during work activities within the Board's jurisdiction, and during employment-related events and activities. During this process, an assessment will be made of the risks of workplace violence that may arise from:

- the nature of the workplace
- the type of work
- the conditions of work

The assessment will consider circumstances common to other school boards and circumstances specific to CDSBEO. The results of risk assessments and risk reassessments will be shared with the members of the CDSBEO's Multi-Site Joint Health and Safety Committee.

b. Risk Re-assessments:

A reassessment of the risks of workplace violence will be undertaken as often as is necessary to ensure that the *Workplace Violence Prevention Administrative Procedure* continues to protect workers from workplace violence. Changes or events within the Board that may warrant a reassessment may include: an increase in the number, frequency, or severity of workplace violence incidents for that specific workplace, a change in the physical environment of the workplace, a change in the student population of a school or a change in curriculum or scheduling, a change in environment, or when a new principal or supervisor is appointed to the school or department. These reassessments are made to determine if such a change could impact the potential for workplace violence.

Completed risk assessments will identify workplace violence risks as well as measures and procedures taken to control the identified risks within the workplace.

The results of risk assessments and any risk reassessments will be shared with the members of the CDSBEOs Multi-Site Joint Health and Safety Committee.

c. Controlling the Risk of Workplace Violence:

Measures and procedures to control the risks of workplace violence could include (but are not limited to):

- Identifying a means to summon immediate assistance if required. Measures and procedures to summon immediate assistance should be appropriate given the specific circumstances:
- Video Surveillance in accordance with Administrative Procedure 1007
- Violence Threat Risk Assessment Process (Police School Board Protocol)
- Maintaining community policing relationships
- 734 – Work Alone Administrative Procedure
- *Appendix A Notification of Potential Risk of Violence Form*
- Workplace Violence Risk Assessments and Reassessments
- Adherence to *Safe, Inclusive and Progressive Schools Policy* and other applicable school board policies, regulations, or programs.
- Employee training in Workplace Violence Prevention (including Intimate Partner Violence)
- Establishing and maintaining controlled access to school buildings
- Provision of communication systems such as phones, walkie-talkies, and public address systems
- Regular maintenance and repairs of facilities
- Consideration of barriers and other measures

5. Work Refusals

The *Occupational Health and Safety Act* (OHSA) allows workers the right to refuse work where the worker has reason to believe that workplace violence is likely to endanger themselves. Should a situation of work refusal arise, the requirements of the OHSA (process outlined in the following guide: Work refusal for workplace violence | Workplace violence in school boards: A guide to the law | ontario.ca) will apply.

Please note- Regulation 857- Teachers, made under the *OHSA* states that Part V of the *OHSA* (Work Refusals) does not apply to teachers, as defined in the *Education Act*, where the circumstances are such that the life, health, or safety of a student is in imminent jeopardy.

6. Support for Employees

The Board recognizes the trauma that may come from a violent incident in the workplace. The Board is committed to the health and well-being of our employees. Principals and supervisors will ensure follow-up meetings take place as soon as possible and that employees are provided with information so they can access necessary support. See *Appendix B – Community Resources for Victims of Violence* for a list of resources available.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing this Administrative Procedure to ensure its alignment with the *Nurturing Employee Relations Directional Policy*.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring annual review of this Administrative Procedure to ensure compliance with the provisions of the Occupational Health and Safety Act.

Superintendent of Human Resources or Designate is responsible for:

- Consulting with principals and supervisors when evaluating workplace violence concerns.
- Ensuring the Multi-site Joint Health and Safety Committee is informed if a person is killed, critically injured, disabled from performing their usual work, or requires medical attention due to workplace violence.
- Ensuring the Multi-site Joint Health and Safety Committee is advised of the results on any workplace violence assessment/reassessment and provided a copy if it is in writing.

Superintendents of School Effectiveness are responsible for:

- Ensuring that the relevant employees under their direction have been provided with sufficient information, which may include personal information related to a risk of workplace violence where necessary.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Identifying and providing how employees may summon immediate assistance.
- Determining if immediate action is necessary to address a workplace violence concern through consultation with their Family of Schools Superintendent or the Superintendent of Human Resources or designate.
- Liaising with the Superintendent of Human Resources or designate with respect to Workplace Violent Incident complaints.
- Posting this Administrative Procedure on the Health and Safety Bulletin Board in the workplace.
- Addressing and attempting to resolve disputes in a timely fashion.
- Maintaining confidentiality in the complaint process.
- Ensuring that the relevant employees under their direction have been provided with sufficient information.
- Reviewing *Appendix A – Notification of Potential Risk Form* annually (or as needed) with affected employees.
- Reassessing the risk of workplace violence as required by this Administrative Procedure.

Multi-site Joint Health and Safety Committee is responsible for:

- Reviewing this Administrative Procedure on an annual basis.
- Receiving and reviewing the results of an assessment of workplace violence risks or the results of a reassessment.

All Board employees are responsible for:

- Initiating a report using the EVIR system if they are victims of workplace violence.
- Completing assigned training on Workplace Violence Prevention
- Adhering to the *Nurturing Employee Relations Directional Policy* and conducting themselves and performing their duties with integrity and professionalism by refraining from any act of workplace violence.

Progress Indicators

- Workplace violence complaints will be addressed and resolved in a timely fashion.
- Employees will complete assigned training in Workplace Violence Prevention.
- Workplace violence risk assessments and reassessments will be completed at required frequencies and shared with the Multi-site Joint Health and Safety Committee.
- Employees will have a means to summon immediate assistance for workplace violence incidents.

Definitions

Intimate Partner Violence – behaviour within an intimate relationship that causes physical, sexual, or psychological harm, including acts of physical aggression, sexual coercion, psychological abuse and controlling behaviours.

Workplace – 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 scope of this Administrative Procedure.

Workplace Violence – is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or 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.

Nature of the Workplace – The nature of the workplace refers to the physical aspects of the workplace and may include but is not limited to schools, school yards, school board offices, field trip locations, non-traditional classrooms, and third-party spaces, and any other place that a worker performs work for the school board.

Type of Work – The type of work refers to the activity's workers perform and the type of people with whom workers interact such as students, co-workers, agencies, parents, volunteers, and other members of the community, either individually or in groups. Activities could include, but are not limited to, classroom teaching, assisting students outside the classroom, non-academic work, recess, lunch support, and field trips. These are a few examples of the different settings where work is performed, and school boards must assess all types of work for the risk of workplace violence.

Conditions of the Work – The conditions of work refer to other aspects such as the time of work, whether workers move from location to location, work alone, or work in isolated or remote workplaces.

Related Documents

- Appendix A – Notification of Potential Risk
- Appendix B – Community Resources for Victims of Violence

References

- Ontario Human Rights Code, R.S.O. 1990, c H. 19
- Ontario Occupational Health and Safety Act, R.S.O 1990, c.O.1
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, c.M.56
- Education Act s.264 Duties of Teacher
- Education Act s.265 Duties of a Principal
- https://www.ontario.ca/document/workplace-violence-school-boards-guide-law
- Work refusal for workplace violence | Workplace violence in school boards: A guide to the law | ontario.ca)
- Intimate partner violence | ontario.ca
- 800: Nurturing Employee Relations Directional Policy
- 1007 – Video Surveillance
- 734 – Working Alone