

January 2018

# Violence Prevention Protocol



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## Introduction

The Greater Victoria School District (GVSD) is committed to making our schools a safe and secure work environment for GVSD workers. As a result, the GVSD will respond to all behaviours that pose a potential risk to workers in a timely manner. Our hope is that support for early intervention measures by GVSD and community partners will aid in the prevention of violence acts towards workers.

## Purpose

This document is designed to educate employees of GVSD on:

1. Understanding what constitutes a violent incident.
2. Distinguishing between the different violent incident risk levels.
3. Knowing what to do in the event of a violent act towards GVSD workers.
4. Implementing strategies to mitigate future violent acts.

\*Please note this protocol does **NOT apply to incidents between employees**, these incidents must be reported to your Principal/Vice Principal or Supervisor.

## Responsible Sharing of Information

WorkSafeBC requires employers to provide workers with appropriate information regarding credible risks of violence at their worksite. When an identified risk is known, the identity of the individual and the nature of the risk must be given to staff likely to come in contact with the individual. The information shall not be indiscriminately distributed.

If an individual is in possession of information that may indicate that there is an imminent danger to the health and safety of any person or persons and the source of the information is reliable, the information can be shared without consent. If the information has been shared without consent, the individual shall be advised with whom the information was shared, where required by law.

## Duty to Report

To keep school communities safe and caring, staff members have a duty to report all violent behaviours to the school and/or applicable law enforcement. No action will be taken against a person who makes a report unless the report is made maliciously and without reasonable grounds.

## Right to Refuse Unsafe Work

Every worker has the right to refuse unsafe work if they believe that to continue to work would create an undue risk to oneself or to others. An employee who refuses to work is not subject to reprimand from the employer.

## The Process

**\*Seek first aid, if required.**

Completion of the following forms is required in a timely manner when responding to violent incidents involving workers:

1. Worker's Statement of Incident, Form 1.
2. Violent Risk Assessment/Incident Investigation, Form 2.
3. Worker Safety Plan, Form 3.
4. Threat Synopsis, Form 4.

## 1. Worker's Statement of Incident

When a worker is the recipient of a violent act they must report to their Principal/Vice Principal or Supervisor as soon as possible. Reporting an incident will require the worker to complete a Worker's Statement of Incident (Form 1) and submit to their Principal/Vice Principal or Supervisor once complete. It is recommended that Form 1's be filed by aggressor's name to allow schools to easily identify trends.

When an incident is between workers please report to the Principal/Vice Principal or Supervisor as Form 1 is not used in these cases.

Once Form 1 is completed a Form 2 may or may not be completed. In some instances it may not be required to complete any further forms. Completion of Form 2 will depend on several factors:

- The worker's perception of the incident, if they feel further action is needed to mitigate future incidents.
- If a new behaviour is displayed or a past behaviour has escalated to the point where revisions to previous corrective actions or Worker Safety Plan (Form 3) are needed to protect workers.
- Worker seeks medical aid or misses time from work due to the incident.

## 2. Violence Risk Assessment

When a worker is subject to a violent act, a risk assessment is completed to ensure corrective actions are taken to prevent further incidents and protect the worker.

The risk assessment is coupled with an Incident Investigation and the purpose of the investigation is to determine the contributing factors and root cause(s) so effective corrective actions can be taken. Contributing factors are any factor/fact that may have contributed to the incident. A root cause(s) are contributing factors that if removed from the scenario would have prevented the incident from occurring. Therefore the corrective actions need to address the root cause(s) for effective prevention of similar incidents. There are two stages of an investigation, the preliminary and the full investigation. The preliminary investigation must be completed within 48 hours of the incident being reported and the full investigation needs to be completed and submitted to District OHS within 20 days.

If the Incident Investigation reveals a Worker Safety Plan (Form 3) is needed please complete Form 3 after completion of Form 2.

### Definition of Violence Risk Assessment

According to WorkSafeBC, violence is defined as "the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury" (WorkSafeBC, 2014). A Violence Risk Assessment (VRA) is used when a violent incident (uttering, writing, gesturing, attempted or actual physical force to cause injury or other act(s) the worker believes to be violent in nature) occurs against a worker. The VRA is an analysis of the incident to determine the likelihood of the incident re-occurring or escalating and to ensure effective corrective actions are taken to prevent further incidents. This assessment will involve the Principal/Vice Principal or Supervisor, worker of the violent incident, JOHS Worker Rep and in some cases, District OHS and Behavioural Consultant. If the Worker and JOHS Worker Rep are not reasonably available they may review and sign the VRA at a later date or during the next JOHS meeting.

### Behaviours That Initiate a Violence Risk Assessment

VRA will be initiated when behaviours include but are not limited to violence with intent to harm/kill, verbal/written threats to harm/kill others, internet-based threats (Facebook, MSN) to harm/kill others, possession of weapons (including replicas), bomb threats, fire setting, sexual intimidation or assault, and gang related intimidation and violence.

### Types of Violent Acts (not limited to this list):

**Conditional Threat:** the type of threat often seen in extortion cases. It warns that a violent act will happen unless certain demands or terms are met. For example, "If you don't pay me one million dollars, I will place a bomb in the school."

**Direct Threat:** identifies a specific act against a specific target and is delivered in a clear, straight-forward and explicit manner. For example, "I am going to place a bomb in the school's gym."

**Indirect Threat:** tends to be vague, unclear and ambiguous. The plan, the intended victim, the motivation, and other aspects of the threat are masked and equivocal. For example, "If I wanted to, I could kill everyone at this

school.” While violence is implied, the threat is phrased tentatively (“If I wanted to”) and suggests that a violent act could occur, not that it will occur.

**Veiled Threat:** is one that strongly implies but does not explicitly threaten violence. For example, “We would be better off without you around anymore.” Clearly hints at a possible violent act, but leaves it to the potential victim to interpret the message and give a definite meaning to the threat.

**Emotional/Psychological Violence:** is a statement or act to make a victim feel stupid, worthless or fearful, to gain control over them; for example to destroy possessions, intimidate, to be verbally aggressive, etc. (Violent Prevention Initiative (VPI), 2013).

**Physical Violence:** the use of a part of their body or an object to gain control of the victim, e.g. pushing, slapping, choking, etc. (VPI, 2013).

## Levels of Risk Related to Violence

<b>Low:</b> minor injury and/or felt uncomfortable	<b>Moderate:</b> moderate injury and/or felt unsafe	<b>High:</b> major injury and/or put at risk
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### Low

- Minimal risk to identified victim(s) or general safety.
- Resulted in a minor injury such as a bruise or scratch.
- Site first aid administered.
- Threat is usually vague and indirect and information is implausible or lacks detail.
- Threat is unrealistic.
- Content of threat suggests person is unlikely to carry it out.

Worrisome behaviours are those that cause concern for members of the school system and the community that may indicate that a student is moving toward a greater risk for violent behaviour. This would include instances where a student may be engaging in behaviours such as:

- Drawing pictures,
- Writing stories in class, and
- Making vague statements that do not constitute ‘uttering threats’ as defined by law but do raise concern.

#### Examples:

- Student is poking a pencil in a threatening way toward a teacher.
- Student threw a block at a staff member and narrowly missed him/her.
- Student sends an email to teacher stating “I’m going to destroy you dudes with my nuclear bomb.”
- Parent states “You are singling my child out” while posturing towards the staff member.

### Moderate

- Possible risk to identify victim(s) of general safety.
- More direct and concrete than a level low risk.
- Resulted in moderate injury that may require medical aid or time loss.
- Wording of threat suggest the threatening individual has given some thought to how the act would be carried out.
- May have general indicators of a possible place and time.
- Lacks indicators that the threatening individual has taken steps to prepare, although there may be a degree of veiled reference or ambiguous or inconclusive evidence.
- There may be a qualifier to suggest the threat is not empty.

#### Examples:

- Student states to another student: “If I wanted to, I could destroy everyone in this school at one of our assemblies! Don’t think I don’t mean it.”
- Parent threatens and raises hand to staff member attempting/threatening to hit him/her.
- Student shoves a desk toward an EA bruising the EA’s leg.
- Parent says to a teacher “stop picking on my kid or I will get you.”
- “I’m serious,” or “I really mean it.”

### High

- Appears to pose an imminent and serious danger to the safety of others.
- Incident that may have resulted in medical aid or lost time.

Created: 09/02/2014

Revised: 23/11/2015, 17/01/2017 & 11/12/2017

- Threat is direct, specific and plausible.
- Threat suggests concrete steps have been taken toward carrying it out.

#### Examples:

- Student posts the following information on Facebook: "I am sick and tired of the way our school is run; at noon on Friday I will lure the Principal out and in front of the school with my 20 cm blade. Believe me I know how to do this and it is about time someone took action against this madman!"
- Strange male enters the girl's washroom and when asked to leave utters specific threats and expletives.
- Student bites an EAG and breaks the skin while threatening to hurt the EAG.
- Parent hits a staff member during a heated discussion about the parent's child.
- Student repeatedly hits and spits on a staff member and needs to be restrained.

### 3. Worker Safety Plan

The Worker Safety Plan is developed after a violent risk assessment and incident investigation are completed and corrective actions deem it necessary. The plan provides an overview of past behaviour, root cause(s) and corrective measures that are created to ensure worker safety. Creation of the plan will involve the Principal/Vice Principal or Supervisor, a worker who works with the student and a JOHS Worker Rep. The plan needs to be reviewed by worker prior to working with the student to ensure they know what actions to take to prevent violent incidents.

The Worker Safety Plan **must be reviewed** to ensure corrective actions are effective at preventing violent acts and behaviour. To ensure timely review, a new plan must be reviewed within a month of implementation and at the end of each school year, to determine which aspects of the plan are to remain. A review may take place sooner if a new behaviour is observed or when a current plan is found to be ineffective. If during the annual review it is determined the risk is no longer present then the plan can be closed and, if for a student, a note placed in their file. All copies of old and/or out of date plans will be archived by the Administrator within the Administrator's Worker Safety Plan binder. A note is to be placed in the Student's file indicating confidential documents may be found in the Administrator's Worker Safety Plan binder.

The Principal must forward on a current, unsigned, copy of the Worker Safety Plan (Form 3) and/or applicable District Safety Plan to a school that is at risk of violent acts from a student, parent or other members of the public. Originals with signatures will be archives by the Administrator within the Administrator's Worker Safety Plan binder.

### 4. Threat Synopsis

A threat synopsis is completed for students, parents or members of the public that are known to be or could be violent and/or threatening. The purpose is to provide an overview for workers assigned to the site on a regular or occasional basis who may be in contact with or working near the violent person. The synopsis describes the specific threat associated with this person and corrective actions that should be taken to protect against violent acts.

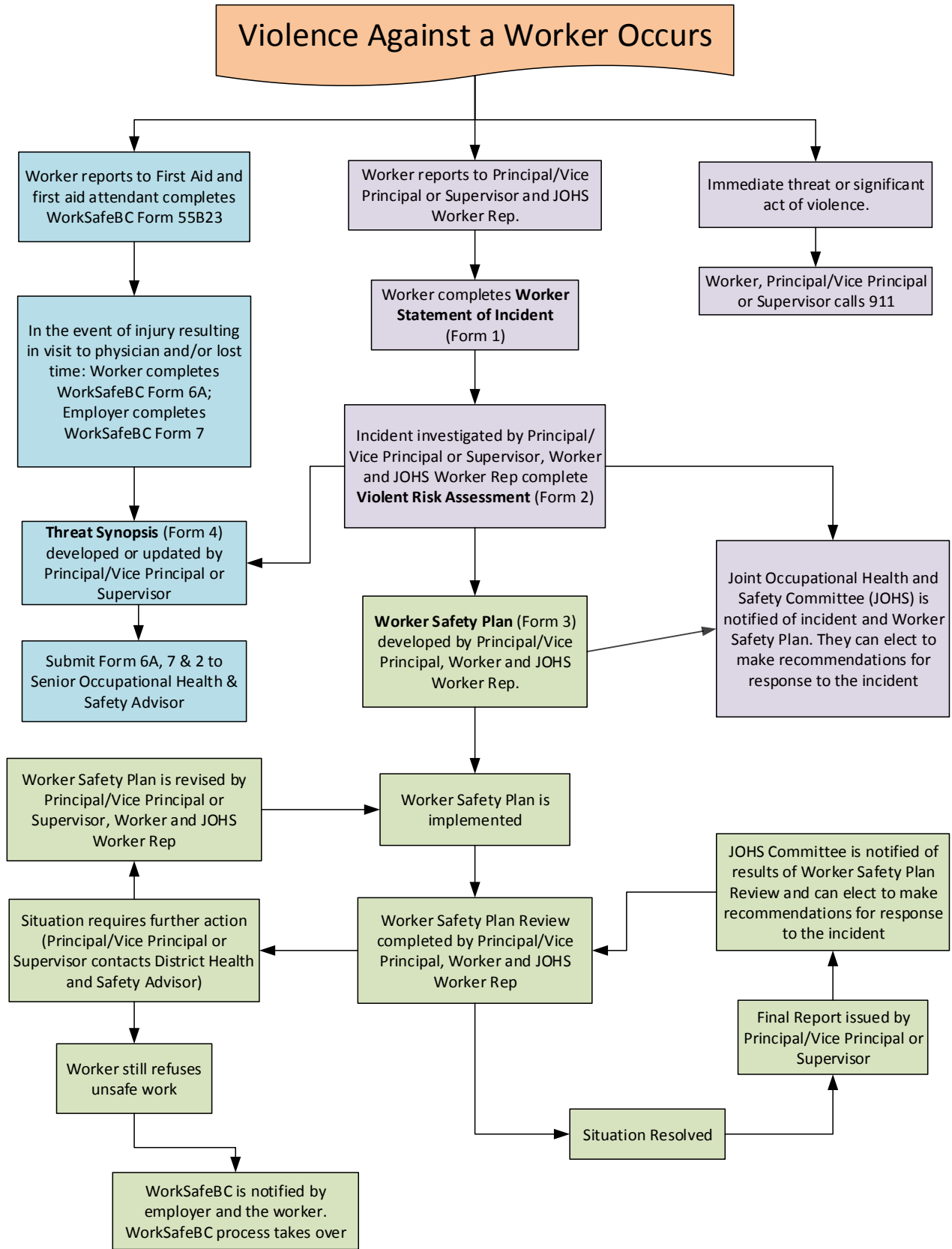
Threat synopses for each school must to be readily available in a binder in the school office. If possible, a photograph of the aggressor should be posted on the Threat Synopsis.

### Summary

The goal of the Violent Prevention Protocol is to provide a safe and secure work environment for GVSD students and staff. Effective implementation of the protocol will ensure that violent acts towards staff are investigated and effective corrective actions are taken. The goal of this program is to provide a workplace where staff can work together to mitigate potentially violent behaviours.

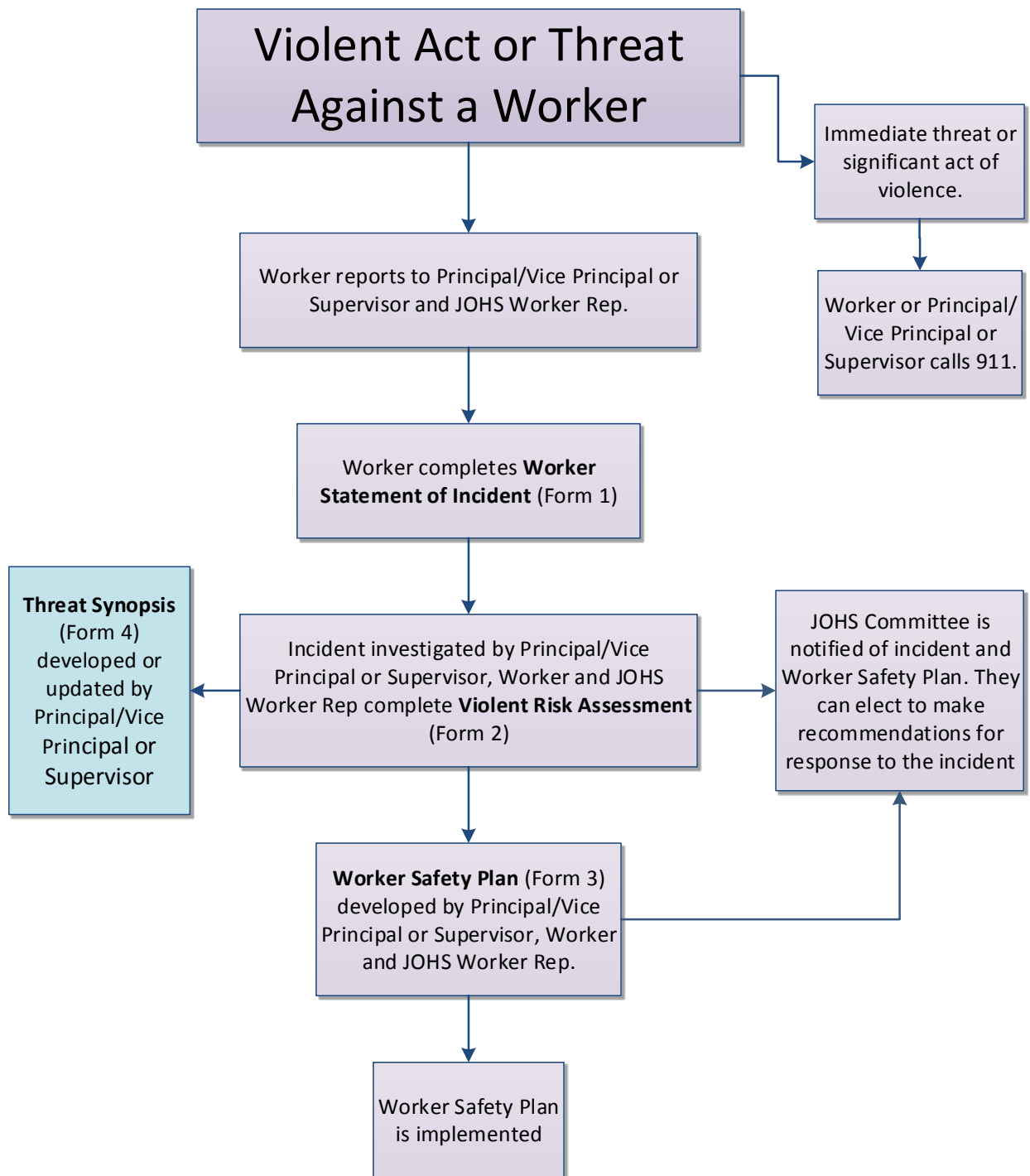
# APPENDIX

## Flow Charts



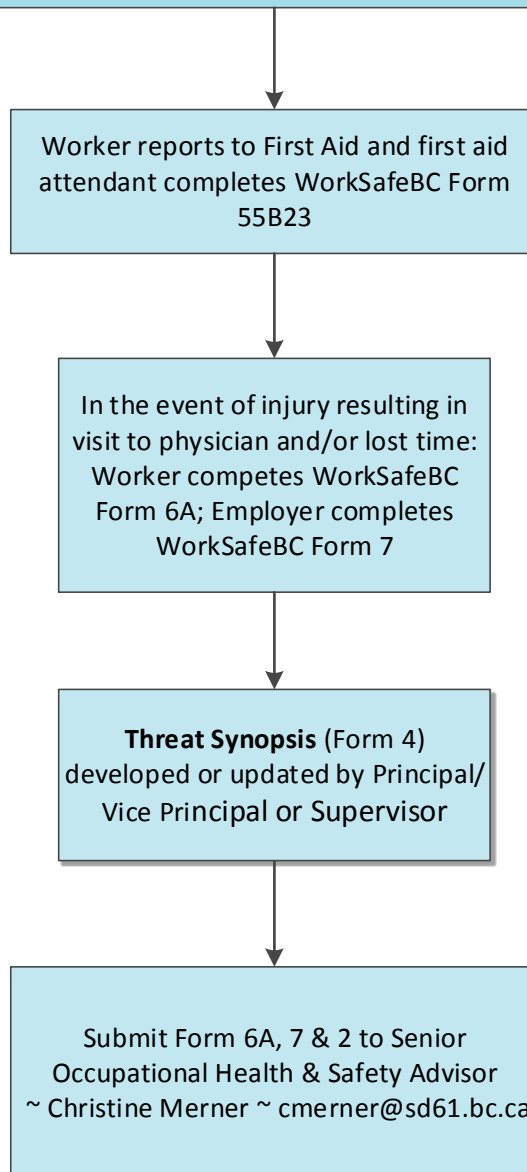
*\* Please note at any point in the process the worker has the right to refuse unsafe work by reporting to P/VP or supervisor.*



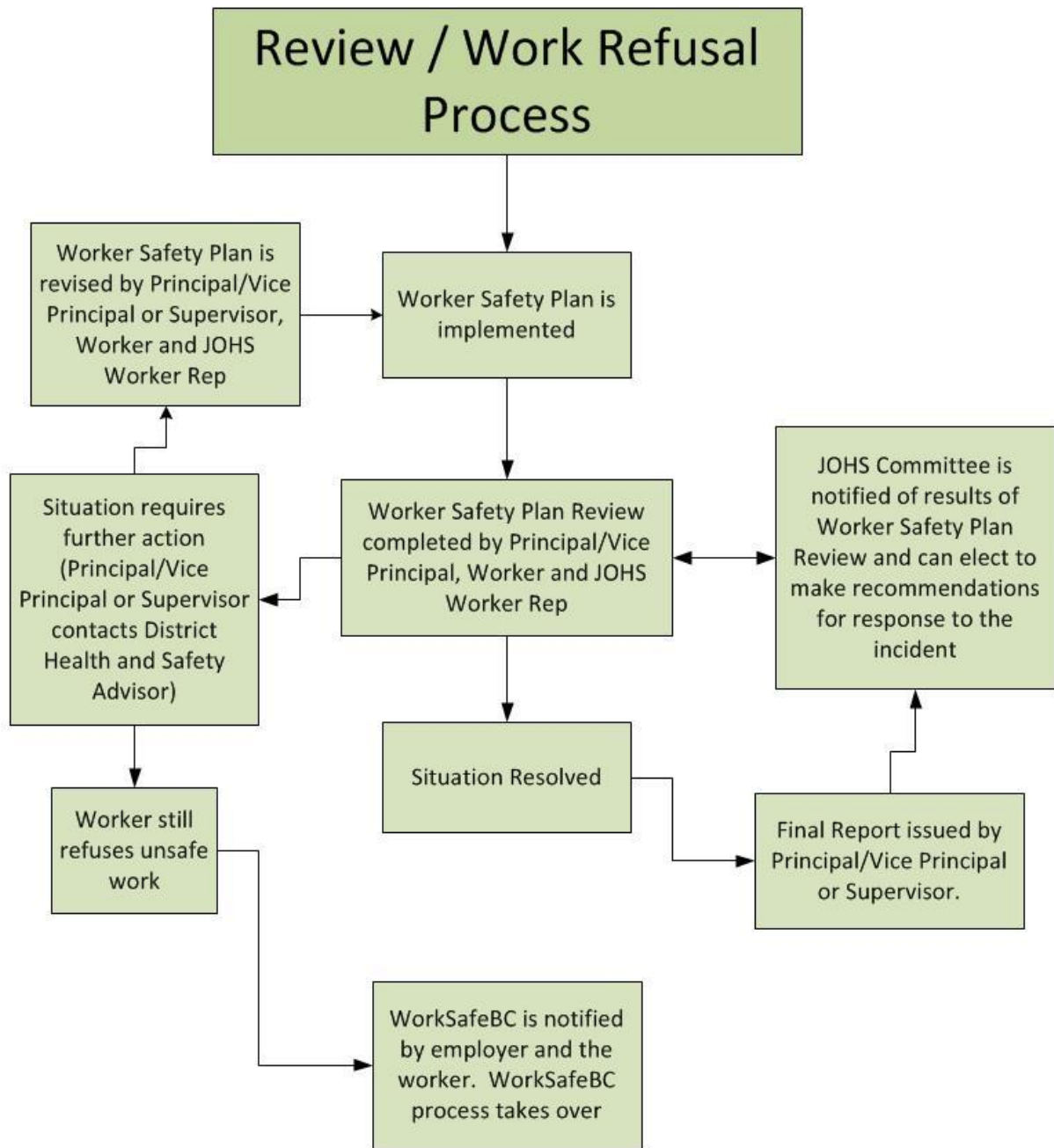


*\* Please note at any point in the process the worker has the right to refuse unsafe work by reporting to P/VP or supervisor.  
 \* See page 8 for full process.*

# Workplace Injury Process for Violent Acts or Threats



*\* Please note at any point in the process the worker has the right to refuse unsafe work by reporting to P/VP or supervisor.  
\* See page 8 for full process.*



*\* Please note at any point in the process the worker has the right to refuse unsafe work by reporting to P/VP or supervisor.  
\* See page 8 for full process.*

## Forms

### Form 1



## Worker's Statement of Incident

\*This form is N/A for worker to worker incidents

School Site: _____ Specific Location: _____		<p style="text-align: center; margin: 0;"><b>INSTRUCTIONS</b></p> Complete Form 1 prior to any other form. Completed by Worker(s) involved ASAP. Provide the completed report to your P/VP or Supervisor. P/VP or Supervisor to follow investigation process, if required, see back page of form. If you have been injured, please see First Aid Attendant. Incidents to be reported as soon as possible.
Date & Time of Incident: _____ Date & Time Worker Reported Incident: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>AM PM</span> <span>AM PM</span> </div>		
Name of Worker Involved in Incident: _____	Work Phone # _____	
Name of P/VP or Supervisor: _____		Work Phone # _____
Name of Witnesses: 1. _____	2. _____	3. _____

In your best professional judgment, this incident involving violence can be best categorized as:

Verbal abuse  
  Verbal threat  
  Written threat  
  Threatening Gestures  
  Physical assault

Weapon involved    yes    no   If yes, specify: \_\_\_\_\_

<b>Aggressor's Name (if known):</b> _____	<input type="checkbox"/> Parent <input type="checkbox"/> Other _____
_____	<input type="checkbox"/> Student   DOB: _____   Gr: _____

Nature of Injury: (Include body area/part affected; left, right; psychological, etc.)  _____  _____
Did you seek First Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No Did you see a physician? <input type="checkbox"/> Yes (If yes, complete Form 6A) <input type="checkbox"/> No   If yes, when? _____ (Dates) Were you absent from work? <input type="checkbox"/> Yes (If yes, complete Form 6A) <input type="checkbox"/> No   If yes, when? _____ (Dates)

Description of Violent Incident: (Attach supporting documents as required. Inc. sequence of events, sketch, equipment, etc.)  _____  _____  _____
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<b>Next Steps/Action Taken:</b>	Completed Form 2 <input type="checkbox"/> Yes	*No Further Action Required <input type="checkbox"/>
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\*If no further action, please provide rational: \_\_\_\_\_

P/VP or Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Provide copies to:** -Associate Superintendent (via email)   -P/VP or Supervisor (**redacted** version to be shared with JOHS Committee)   - HR (cmerner@sd61.bc.ca)   - District Behavioral Consultant (dmarchant@sd61.bc.ca)   - Worker (**redacted**)

**File this completed form, in a binder, in a secure location in the administrator's office.**

**Completion of Form 2 will depend on the following:**

- The worker's perception of the incident, if they feel further action is needed to mitigate future incidents.
- If a new behaviour is displayed or a past behaviour has escalated to the point where revisions to previous corrective actions or Worker Safety Plan (Form 3) are needed to protect workers.
- Worker seeks medical aid or misses time from work due to the incident.

# Form 2



## Violence Risk Assessment (VRA)

**Completed by:**

- P/VP or Supervisor

If reasonably available,

- Worker
- JOHS Worker Rep

If JOHS Worker Rep not available they will review and sign at a later date.  
 -Complete preliminary within 48 hours and full within 20 days.

Date:	School/Site:	P/VP or Supervisor:
Worker:	Title:	JOHS Worker Rep:
Aggressor's Name: _____		
<input type="checkbox"/> Student DOB: _____ Grade: ____ <input type="checkbox"/> Parent <input type="checkbox"/> Other _____		
Existing Safety Plan: Y / N		Existing Worker Safety Plan: Y / N

### Documentation – Sequence of Events (including preceding incident)

Preliminary Incident Description: Risk/Hazard Background Information
Full Incident Description:

### Assessed Risk Level

<b>Low:</b> minor injury <b>and/or</b> felt uncomfortable	<b>Moderate:</b> moderate injury <b>and/or</b> felt unsafe	<b>High:</b> major injury <b>and/or</b> put at risk
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<b>Date(s)/Time(s) of exposure to risk</b>	Date(s): _____ Time(s): _____
<b>Who is at risk?</b>	<input type="checkbox"/> Teacher <input type="checkbox"/> EAG/DEA/EAP <input type="checkbox"/> YFC <input type="checkbox"/> P/VP <input type="checkbox"/> Supervisor <input type="checkbox"/> Custodian <input type="checkbox"/> Bus Driver <input type="checkbox"/> TOC <input type="checkbox"/> Spareboard EA <input type="checkbox"/> Clerical <input type="checkbox"/> Other _____
<b>Where are workers at risk?</b> (Describe specific locations in workplace)	<input type="checkbox"/> All areas in workplace <input type="checkbox"/> School grounds/playground <input type="checkbox"/> Classroom <input type="checkbox"/> Library <input type="checkbox"/> Gym <input type="checkbox"/> Shop/Lab Class <input type="checkbox"/> Field Trip <input type="checkbox"/> Other _____
<b>When are workers at risk?</b>	<input type="checkbox"/> Time of Day: _____ <input type="checkbox"/> Working Alone <input type="checkbox"/> During Specific Activities _____

# Form 2 (cont'd)



## Incident Investigation

Worker Group:  GVTA  CUPE 382  CUPE 947  ASA  OTHER \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Witnesses:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

<p><b>Preliminary Contributing Factors</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Preliminary Root Cause(s)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Full Contributing Factors</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Full Root Cause(s)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

Preliminary Corrective Actions	Person Responsible	Action Date	Status
1.			
2.			
3.			
4.			
Full Corrective Actions			
1.			
2.			
3.			
4.			

Recommendations to be completed by: \_\_\_\_\_ (Month/Day/Year)

Parties involved in investigation:

P/VP or Supervisor: \_\_\_\_\_  
Name / Signature Date

JOHS Worker Rep: \_\_\_\_\_  
Name / Signature Date

Other: \_\_\_\_\_  
Name / Signature Date

**Provide copies to:** - Associate Superintendent (via email) - P/VP or Supervisor (**redacted** version to be shared with JOHS Committee) - HR (cmerner@sd61.bc.ca) - District Behavioral Consultant (dmarchant@sd61.bc.ca) - Worker (**redacted**)

**File this completed form, in a binder, in a secure location in the administrator's office.**

# Form 3



# Worker Safety Plan

- Completed by:**
- P/VP or Supervisor
  - JOHS Worker Rep
  - Worker

<p><b>Form 3 Details:</b>                  Created for: <u>All workers that directly work with student or other</u>                  Worksite: _____</p>	<p><b>Parties Responsible for Plan Creation:</b>                  P/VP or Supervisor: _____                  Worker: _____                  JOHS Worker Rep: _____                  Date: _____</p>																		
<p><b>Form 3 Created for:</b></p> <p><input type="checkbox"/> Student: _____ School: _____  <input type="checkbox"/> Parent/Guardian: _____ Phone #: _____  <input type="checkbox"/> Other: _____ Phone #: _____</p>																			
<p><b>Overview of Past Behaviour:</b>      <input type="checkbox"/> First-time occurrence      <input type="checkbox"/> Follow-up to previous occurrence(s)</p>																			
<p><b>Root Cause(s):</b></p>																			
<p><b>Corrective Actions to Address Behaviour/Incident:</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Action</th> <th style="width:20%;">Person Responsible</th> <th style="width:20%;">Implementation Date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><i>(add additional steps as needed)</i></td> </tr> </tbody> </table>		Action	Person Responsible	Implementation Date	1.			2.			3.			4.			<i>(add additional steps as needed)</i>		
Action	Person Responsible	Implementation Date																	
1.																			
2.																			
3.																			
4.																			
<i>(add additional steps as needed)</i>																			
<p><b>Committee Member Sign-off:</b>                  P/VP or Supervisor: _____                  Worker: _____                  JOHS Worker Rep: _____</p>	<p><b>Scheduled Review Date:</b> _____                  -Ensure first review is conducted, within, 1 month after incident and at the beginning of each school year thereafter.                  -Please note any review changes to plan on reverse side of this page.</p>																		



# Form 3 (cont'd)

# Worker Safety Plan Review



*(to be completed following the review of the original Worker Safety Plan on reverse of this page)*

<b>Committee Members Reviewing Safety Plan:</b>	
P/VP or Supervisor: _____	Worker: _____
JOHS Worker Rep: _____	<b>Review Date:</b> _____

**Original Corrective Actions (OCA) Review:** *(see reverse of this page for OCA's)*

OCA #	OCA Implemented (✓ or X)	OCA Ongoing (✓ or X)	Review Notes regarding status of OCA	Person Responsible
1.				
2.				
3.				
4.				

Additional Corrective Actions Required	Person Responsible	Implementation Date
1.		
2.		
3.		
4.		
<i>(add additional steps as needed)</i>		

**Additional Notes Relevant to Review:**

<p><b>Committee Member Sign-off:</b></p> <p>P/VP or Supervisor: _____</p> <p>Worker: _____</p> <p>JOHS Worker Rep: _____</p>	<p><input type="checkbox"/> <b>Plan does not need further revision</b></p> <p><input type="checkbox"/> <b>Plan requires ongoing monitoring</b></p> <p><input type="checkbox"/> <b>Plan was revised, further Review Date scheduled for:</b> _____</p> <p><input type="checkbox"/> <b>Plan no longer required, as of date:</b> _____</p>
--	--

**Provide copies to:** - Associate Superintendent (via email) - P/VP or Supervisor (to be shared with JOHS Committee)  
 -HR (cmerner@sd61.bc.ca) - District Behavioral Consultant (dmarchant@sd61.bc.ca) - Worker (**redacted**)

**File this completed form, in a binder, in a secure location in the administrator's office.**

# Form 4



**Completed by:**  
• P/VP or Supervisor

## Threat Synopsis

Date: \_\_\_\_\_ Site/School: \_\_\_\_\_

Principal/Vice Principal or Supervisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Aggressor's Name: \_\_\_\_\_

If a Student,  
Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

*Please place photo of Aggressor here, if available.*

Specific Threat	Corrective Measure/Staff Response*

*\*If you are directly working with the aggressor please check with P/VP regarding level of risk to determine if there is a student specific plan.*

**If this person directs the above or any other aggressive activities towards you, please inform your P/VP or Supervisor.**

**Provide copies to:** - Student File - JOHS Committee (redacted document) - HR (cmerner@sd61.bc.ca)  
- District Behavioral Consultant (dmarchant@sd61.bc.ca)

**File this completed form in the Threat Synopsis binder in the school office.**

## WokSafeBC forms

**Please note:** WorkSafeBC **Form 7** Employers Report of Injury or Occupational Disease and **Form 6A** Worker's Report of Injury or Occupational Disease to Employer are located on the GVSD website under Staff - Humans Resources - Health and Safety,  
<https://www.sd61.bc.ca/our-district/departments-services/human-resource-services/health-safety/>

## Definitions

**Accident:** Is an unplanned, unwanted event that disrupts the orderly flow of the work process. It involves the motion of people, objects, or substances.

**Contributing Factors:** Facts or circumstances that contributed to the cause of an incident. If these factors were removed from the scenario the incident may or may not have occurred. For example, the floor was wet and when a worker was struck by a student the wet floor contributed to their fall to the ground.

**District Safety Plan:** A tool designed to assist all those who work with a student who may present challenging behaviors.

**District Occupational Health & Safety (DOHS) Committee:** The district committee responsible for overseeing health and safety issues in the district and recommending to the employer policies and procedures to address issues arising; sometimes referred to as the DOHS Committee

**Duty to Report:** To keep school communities safe and caring, staff, parents, students and community members must report all threat related behaviours to the school and the police (when required). No action will be taken against a person who makes a report unless the report is made maliciously and/or without reasonable grounds.

**Incident:** Includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease. All incidents that cause injury, or that did not but could have caused a serious injury, must be investigated.

**Injury:** Any hurt, damage, or loss sustained as a result of an incident. An injury may include the physical as well as the psychological aspects of harm.

**Joint Occupational Health & Safety (JOHS) Committee:** The committee is composed of Principal or Vice Principal and worker representatives responsible for monitoring health and safety on the worksite and making recommendations to the employer to address hazards in the worksite. It is sometimes referred to as the JOHS Committee.

**Investigation:** The process used, following an incident, to observe or study by close examination and systematic inquiry, all factors related to an incident. The goal of the investigation is to identify the root cause or causes and to establish corrective measures to prevent a reoccurrence of an illness or injury. Investigations must be carried out by persons knowledgeable about the type of work involved and must include representation from the employer and worker group impacted by an incident.

**Right to Refuse Unsafe Work:** Every worker has the right to refuse unsafe work if they believe that to continue to work would create an undue risk to oneself or to others. An employee who refuses to work is not subject to reprimand from the employer.

**Risk:** A thing or a condition which poses an actual or possible threat of violence or injury to a worker.

**Root cause(s):** A factor(s) that directly leads to the cause of an accident. If it was removed from the scenario the incident would not have occurred.

**Threat Synopsis:** A document specific to each worksite designed to inform all workers of a known risk at that site

**Violence:** The attempted or actual exercise by a person, other than a worker, of any action so as to cause injury to a worker. This includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

**Violence Risk Assessment (VRA):** Used when a violent incident (uttering, writing, gesturing, attempted or actual physical force to cause injury or other act(s) the victim believes to be violent in nature) occurs against a staff member. The VRA is an analysis of the incident to determine the likelihood of the incident re-occurring or escalating and to ensure effective corrective actions are taken to prevent further incidents. This assessment will involve Principal/Vice Principal or Supervisor, the victim of the violent incident, the JOHS Worker Rep and in some cases the health and safety advisor and behavioral consultant.

**Worker:** An individual in the employ of the district. This includes, but is not limited to, Support Staff, Teachers, and Teachers on-call, Allied Specialists, spare-board Educational Assistants, Educational Assistants, Custodians and any other part-time staff.

**Worker Safety Plan:** A plan created in consultation with the Principal/Vice Principal or Supervisor, JOHS Committee representative, and the involved worker that outlines the corrective measures to be taken by the employer to minimize or eliminate the risk of violence to the worker.

**Worker's Statement of Incident:** A report written by the Principal/Vice Principal or Supervisor, the worker and the worker representative which documents the report and the investigation of an incident of violence.

## Supplementation

### WorkSafeBC Occupational Health and Safety Regulation

#### 4.27 Definition

In sections 4.28 to 4.31

"violence" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

#### 4.28 Risk assessment

(1) A risk assessment must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present.

(2) The risk assessment must include the consideration of

(a) Previous experience in that workplace,

(b) Occupational experience in similar workplaces, and

(c) The location and circumstances in which work will take place.

#### 4.29 Procedures and policies

If a risk of injury to workers from violence is identified by an assessment performed under section 4.28 the employer must

(a) Establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence, and

(b) If elimination of the risk to workers is not possible, establish procedures, policies and work environment arrangements to minimize the risk to workers.

(c) Repealed. [B.C. Reg. 312/2003, effective October 29, 2003.]

#### 4.30 Instruction of workers

(1) An employer must inform workers who may be exposed to the risk of violence of the nature and extent of the risk.

(2) The duty to inform workers in subsection (1) includes a duty to provide information related to the risk of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work.

(3) The employer must instruct workers who may be exposed to the risk of violence in

(a) The means for recognition of the potential for violence,

(b) The procedures, policies and work environment arrangements which have been developed to minimize or effectively control the risk to workers from violence,

(c) The appropriate response to incidents of violence, including how to obtain assistance, and

(d) Procedures for reporting, investigating and documenting incidents of violence.

## References

Government of Newfoundland and Labrador. (Sept., 2013). Violent Prevention Initiative. <http://www.gov.nl.ca/VPI/types/>

WorkSafeBC (Jan., 2014). Occupational Health and Safety Regulation. <http://www.worksafebc.com/>