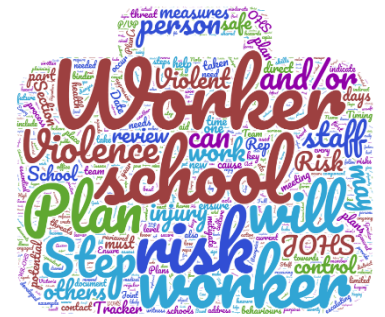


Roles of Employer

It is the employer's responsibility to ensure a healthy and safe workplace by:

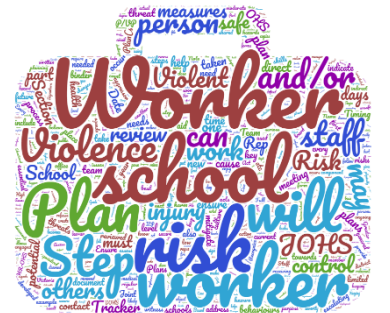
- Establishing a Violence Prevention Program to minimize risk of injury to workers;
- Training employees how to do their work safely and reduce of risk injury from violence;
- Providing necessary support and training to carry out health and safety responsibilities;
- Regularly evaluating the workplace to ensure that administrative, engineering and PPE control measures are effective and followed as described;
- Identifying and remediating issues that are reported;
- Investigating incidents where workers are injured;
- Ensuring adequate first aid equipment, supplies, and attendants; and
- Reporting all injuries to WorkSafeBC that required medical attention

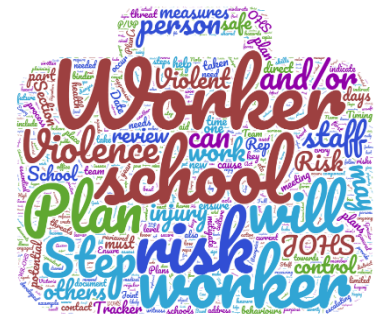


Roles of Joint Health & Safety Committee (JOHS)

JOHS Committee members play an important role in the recognition and prevention of workplace violence. The JOHS Committee will:

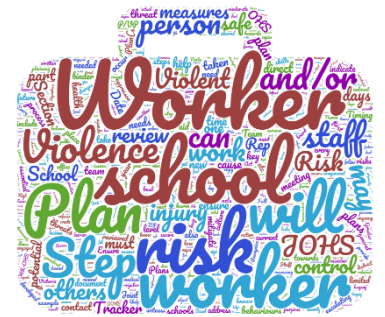
- Work collaboratively to develop, revise and improve the health and safety in our schools
- Address workplace violence hazards as part of their monthly meetings;
- Annually complete of the Environmental Violence Risk Assessment Survey;
 - Use the information provided from workplace violence incidents, inspections, surveys to make written recommendations for improvements;
 - Develop a hazard control table of control measures for the school;
- Follow-up on written submitted recommendations within 21 days





Recognition of Risk

- Violence can take different forms. It can be physical or psychological, and it includes threats.
- Similarly, a worker who experiences violence is at risk of adverse physical and mental health injury and/or illness. Violence can occur in isolated incidents, or can occur as a pattern of behaviour.
- Repetitive exposure to “low risk” incidents may have a cumulative impact on worker’s health and safety, and this must be a consideration when determining the risk rating of the threat as a hazard.

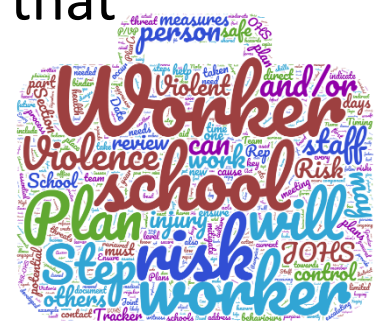


Recognize of Risk

- Workers, administration and District staff members will know and understand potential aggressor's baseline behaviour
- Recognize that a change in behaviour is a warning sign, and recognize the precursors to incidents of violence.

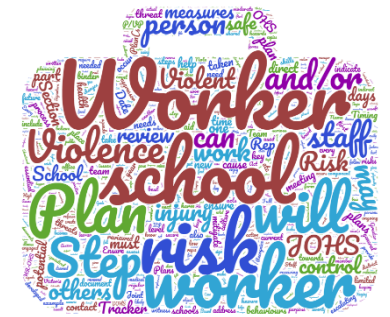
Recognition of Risk

- The OHS regulations require assessing the risk of violence and implement a plan to reduce those risks in the workplace;
- Reduction of risk requires identification of the hazards, determine the degree of risk associated with each hazard, the frequency of the risk reoccurring and a plan to control the hazard;
- Revise risk analysis matrix and definitions were used to determine both the probability and impact of various forms of violence and aggression;
- Qualitative in nature and recognizes that individual incidents may occur that are higher or lower than determined risk levels



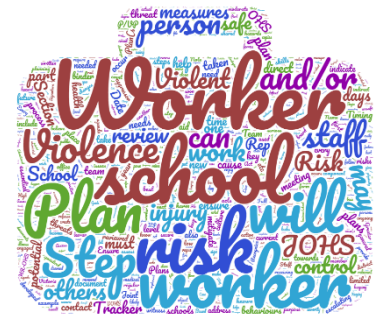
Recognition of Risk

Types of Violent Acts		
*Note, violent acts include but are not limited to this list Descriptions are informed by the Violence Prevention Initiative, 2013		
Violent Act	Description	Examples
Threats	Threats can be conveyed verbally, in writing, or through non-verbal behaviour(s). They can be direct or indirect.	Threatening violence against a person or their family members
Verbal Abuse	Verbal abuse occurs when someone uses language, whether spoken or written, to cause harm to an individual.	Yelling; lying; name-calling; insulting, swearing, etc.
Emotional/ Psychological Violence	Statement or act to make a victim feel stupid, worthless or fearful, to gain control over them.	Destroying possessions; intimidate; acting verbally aggressive, etc.
Physical Violence	The use of a part of their body or an object to injure or gain control of the victim.	Pushing; slapping; choking, etc.



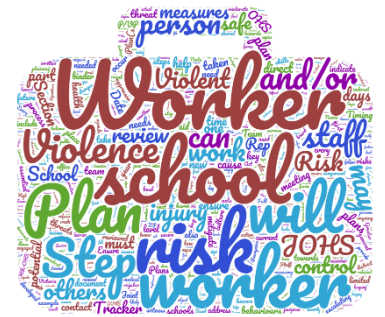
Process Pathway to Improve Risk of Injury

- Recognition
- Reporting



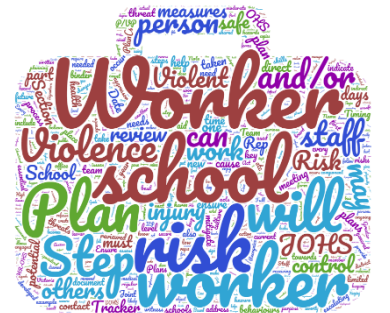
Reporting Incidents

- Staff members have a duty to report all violent behaviours to the school and/or applicable law enforcement.
- This includes both verbal and physical violent behaviours from member of the public and the students.
- No action will be taken against a person who makes a report unless the report is made maliciously and without reasonable grounds.
- All workers are encourage to contact their representative or Principal/Vice Principal/Supervisor if they have questions.



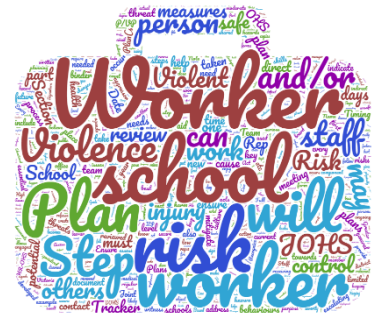
Reporting Incidents

- Seek first aid, if necessary;
- If injured, the worker should also complete the WorkSafeBC Form 6A;
- Workers will notify school administration as soon as practical;
- Complete a *Worker's Statement of Incident (Form 1)* online as soon as possible after the event;
- Other methods of reporting violence in the workplace are *Behaviour Logs* or *Student to Student Violence*;
- Reporting can be done by worker, witness, administrator or District personnel;
- Administration/supervisor and/or District staff will determine if the process needs to advance to the Assessment and Investigation.



Assessment of Incidents

- The new On-line Violent Incident Tracker allows workers to complete the record of incident through the Staff Portal
- Tracker asks the same questions that were asked on the *Form 1, 2, 3 and 4*
- Workers, Administrators and District Supports will have appropriate levels of access
- Platform will allow better trending, control measures and recordkeeping



Reporting-Form 1: Statement of Incident

Violent Incident Report

Site / Location
Arbutus
Specific Location

Date and Time of Incident
day-month-year
hour:minute AM

Date and Time of Incident Reported By Worker
day-month-year
hour:minute AM

WORKER INVOLVED

Last Name
Search by last name

First Name

Position

Work Phone

PAP OR SUPERVISOR

Last Name
Search by last name

First Name

Supervisor Phone

NAME OF WITNESSES

Witness 1

Witness 2

Witness 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?

No Yes, Specify:

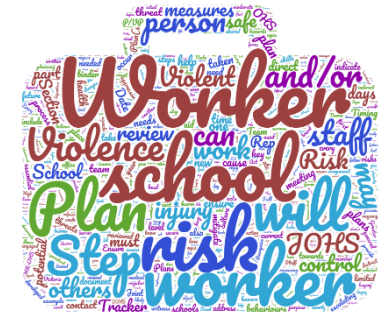
AGGRESSOR (if known)

Type:

Parent
 Student
 Other

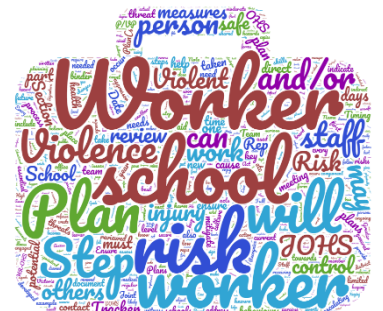
Last Name

First Name



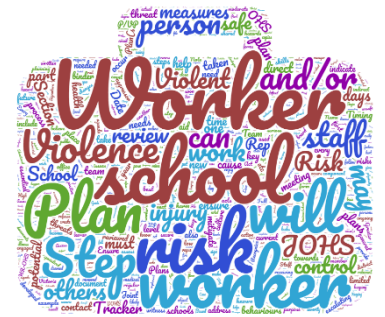
Assessment of Risk-Form 2: Worker's Statement

- Upon further investigation beyond *Worker's Report of Incident and Preliminary Incident Investigation*, the administration, supervisor or District personnel will complete the on-line Violence Risk Assessment (Form 2, Section A) within a timeframe of 2 working days to 2 weeks depending on the risk rating;
- The administrator /supervisor will identify corrective actions in the *Preliminary Incident Investigation* (Form 2, Section B) within a timelines and responsibilities;
- administration will complete the *Full Incident Investigation* (Form 2, Section C) within 10 working days of the incident being reported; and
- Communication of the corrective actions and or new control measures will be done to stakeholders, the school JOHS Committee and District OHS Committee on a regular basis



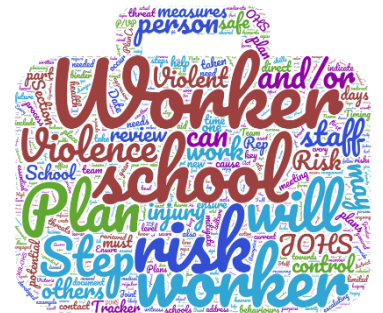
Process Pathway to Improve Risk of Injury

- Recognition
- Report
- Assessment & Investigation



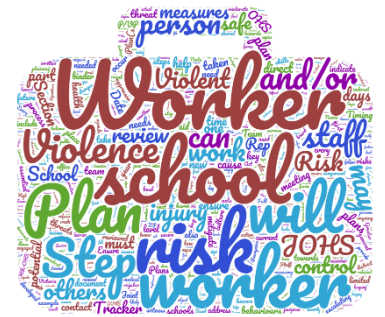
Plan & Implement

- If the *Incident Investigation (Form 2)* reveals addition control measures are needed to avoid injury of staff, a *Worker Safety Plan (Form 3)* is needed;
- School administration or District personnel will complete the *Worker Safety Plan* within 2-10 working days to address control measures for protection of personnel working in direct contact with an documented aggressor; and
- *Worker Safety Plan* will be printed and reviewed by all personnel having direct contact with the aggressor, including all TTOC, Inclusive Learning team, maintenance staff, and spare board staff at the beginning of the shift/assignment



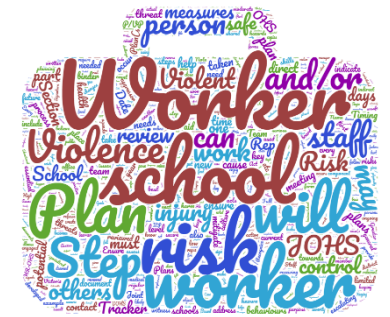
Assessment of Risk-Hazard Severity

Step 1: Assessment of Hazard Severity	The hazard severity (harm) is the extent of the injuries, illness, or damage that may be sustained if the hazard happens Injury Potential
i	Physical injury such as a scratch, small cut, slight burn, slight bruise or abrasion, threats that are unrealistic, vague, indirect and implausible or lacks detail
ii	Physical injury such as a laceration, requires stiches, moderate bruising, moderate burn; direct and concrete threats, 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 ; emotionally uncomfortable
iii	Serious physical injury such as broken bones, severe burns or bleeding, eye injury, concussion; threat is direct, specific and plausible;
iv	Major injury to one or more persons resulting in amputation, permanent disability; permanent emotional impairment



Assessment of Risk-Probability

Step 2 Hazard Probability	Probability is split into five categories ascending in scale of likelihood. Determine the probability of the occurrence
A	Very unlikely to occur
B	Unlikely to occur
C	May happen
D	Likely to occur
E	Highly likely to occur

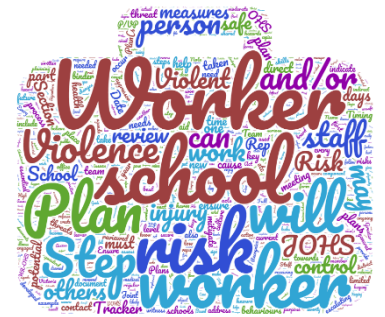


Assessment of Risk-Determination of Risk Rating

Step 3: Determination of Risk Rating by taking the hazard severity in step 1 (vertical) against the probability from step #2 (horizontal)

Severity from Step 1	i	1	1	1	1	1
	ii	1	2	2	3	3
	iii	1	2	4	5	5
	iv	1	2	4	5	5
Hazard Probability		A	B	C	D	E

An example, a moderate severity (ii) and a frequency of likely to happen (D) would result in #3 Moderate Risk Rating

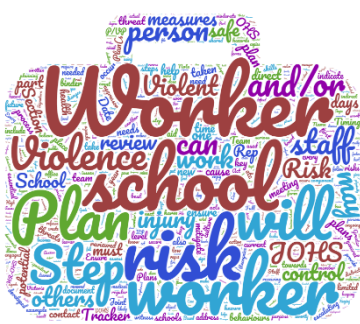


Assessment of Risk-Risk Rating with Time Frames

Step 4: Determination of Timeline for Actions

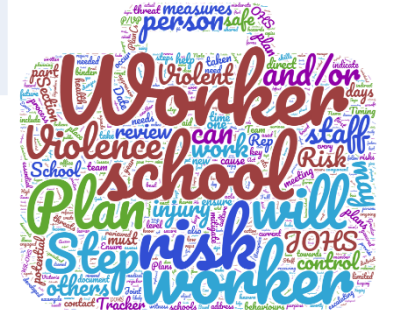
- Notification of Occupational Health & Safety Advisor and the District Behavioural Consultant along with the documentation is required
- The severity will be bumped up one level (i.e. 1 to 2) if this a repeat occurrence that has not triggered a review of control measures in the Violence Prevention Program

5: Extremely High	Implement immediate short-term control measures with school administration; Begin long-term control measures with 2 business/school days (Worker Safety Plan) Review education and training for involved personnel
4: High	Implement immediate short-term control measures with school administration; Begin long-term control measures with 4 business/school days (Worker Safety Plan) Review education and training for involved personnel
3: Moderate	Implement immediate short-term control measures with school administration; Begin long-term control measures with 2 business/school weeks (Worker Safety Plan) Review education and training for involved personnel
2: Low	Review incident and control measures within 3 months if there has not been another violent incident
1: As Low As Achievable	Review incident and control measures within 4 months if there has not been another violent incident



Assessment of Risk-Risk Rating with Time Frames

Short-Term Control Measures		Long-Term Control Measures	
Have the aggressor go to the quiet room	Have the worker moved to another room for the day	Develop/modify a Worker Safety Plan	Schedule a meeting with all stakeholders to discuss the incident
Call caregiver	Allow the student to take a nap, get food, or listen to music	Request additional resources to review long-term planning	Have only CPI or equivalent trained personnel working with the aggressor
Use Nonviolent Crisis Intervention or equivalent training to de-escalate the situation	Call for assistance Don't take threats personally	Develop of plan with caregiver to determine the aggressor's level of compliance on a daily basis	Admin and worker make a plan to review procedures
Maintain a minimum distance from the strike zone	Reduce verbal language and expectations	Ask to have medications reviewed	Use of Personal Protective Equipment, as last resort



Reporting-Form 2:Violence Risk Assessment

Nature of Injury: (Include body area/part affected; left, right; psychological, etc.)

Did you seek First Aid?
 Yes No

Did you or will you see a physician?
 Yes (If potential for yes, complete Form 6A) No

Were or will you be absent from work?
 Yes (If potential for yes, complete Form 6A) No

*Worker must report to PVP/Supervisor if absent from work or medical aid sought and contact WorkSafeBC (1-888-WORKERS).

Description of Violent Incident: (Attach supporting documents as required. Inc. sequence of events, sketch, equipment, etc.)

Risk Rating

[APPENDIX: Risk Rating Matrix](#)

No Further Action Required

Form 6A Upload

Reporting-Form 3: Worker Safety Plan

Location: Arbutus

Buttons: Add Worker Safety Plan, Export to Excel

Date	Worker Involved
Aug 17, 2020	Pledger, Daly
Aug 17, 2020	Pledger, Daly
Jul 15, 2020	Maxwell, Aaron
Jul 08, 2020	Parker, Rob
Jul 07, 2020	35, 43543

Worker Safety Plan

Date: 17-Aug-2020

WORKER INVOLVED

Last Name: Search by last name First Name: []

P/P OR SUPERVISOR

Last Name: Search by last name First Name: []

AGGRESSOR (if known)

Type: Parent Student Other []

Last Name: [] First Name: []

Phone Number: []

Overview of Past Behaviour: First-time occurrence Follow-up to previous occurrence(s)

Antecedents (Root Causes): []

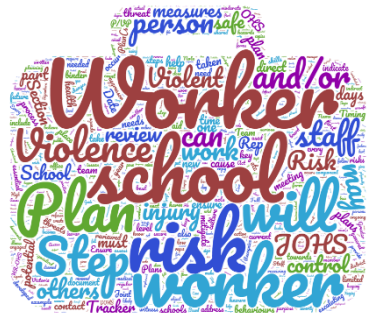
Actions to Address Behaviour

Actions to take to avoid escalation	Person Responsible Last Name	Person Responsible First Name	Implementation Date

Download Worker Safety Plan Template

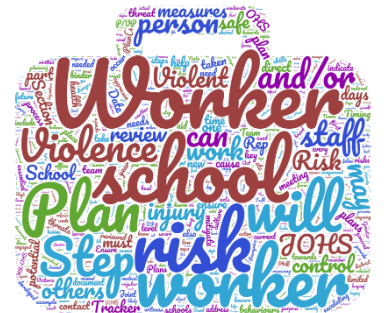
Worker Safety Plan Upload: Select File

Buttons: Save, Close



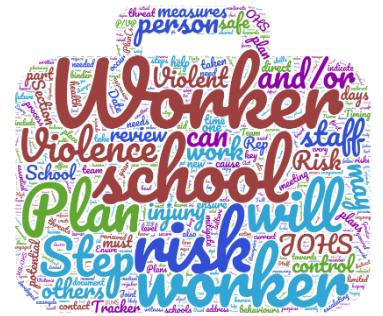
Process Pathway to Improve Risk of Injury

- Recognition
- Report
- Assessment & Investigation
- Plan & Implement
- Communicate & Shared Responsibility



Communication & Shared Responsibility

- School administration will ensure that the workers have adequate time to review the *Worker Safety Plans and/or Threat Synopsis*; and
- New *Statements of Incident (Form 1)*, *Violence Assessment (Form 2)*, *Worker Safety Plan (Form 3)* and/ or *Threat Synopsis (Form 4)* are a standing element on the agenda of the school's Joint Occupational Health & Safety Committee meeting (JOHS) and or meetings to address support of the student aggressors (IEP). Information will be redacted when possible.



Process Pathway to Improve Risk of Injury

- Recognition
- Report
- Assessment & Investigation
- Plan & Implement
- Communicate & Shared Responsibility
- Monitor, Evaluate & Adjust

