



# Violence Prevention Program (VPP) Training



**April 29, 2026**

Workplace Health & Safety



# Traditional Acknowledgement

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations on whose traditional territories we live, we learn, and we do our work.

# Senior Leadership Commitment

Will place the health and safety of their employees and students as the highest priority and take all reports of safety hazards seriously, applying resources to support the people and processes that apply corrective actions as practicable and support a safe, respectful workplace by all.



# Defining Workplace Violence



**1**

## Physical Violence

Any attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury.

**2**

## Threats & Harassment

Any statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against them.

# Importance of Compliance

Under WorkSafeBC Occupational Health and Safety Regulations, GVSD is committed to:

- ✓ Performing regular risk assessments
- ✓ Establishing reporting procedures
- ✓ Instructing workers in prevention strategies
- ✓ Providing post-incident support



# The Three Pillars of the Violence Prevention Program



## Form 1 and Direct Reporting to P/VP

Violent Incident Reporting is essential for tracking and response coordination.



## Form 2

Risk Assessment. Used to investigate the root causes of incidents and prioritize controls for employee safety.



## Form 3

Worker Safety Plan. Tailored strategies for staff to employ.

# VPP Documentation Online Reporting





## Staff & Support Portal

[District Password Change](#) ↗

[Leave Intentions](#) ↗

[MyEd Direct Link](#) ↗

[G-Suite Password Change](#) ↗

[Automated Dispatch System \(ADS\)](#)

[Cooper Smith Music Library Collection](#) +

[CSL Tool](#)

Welcome to the new Greater Victoria School District Staff and Support Portal. You can access this section from the top of every page. We welcome feedback so if you would like to recommend a feature to be added to this section or have any other questions please do so using the contact form in the footer.

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### Health, Safety & Wellbeing

Access to Safety Health and Wellness program resources including incident and injury reporting, contacts and regulatory information.



### Automated Dispatch System (ADS)

Absence and Dispatch management information.



### MyEducation BC

[Login to MyEducation BC here.](#)



### Leave Intentions

Are you planning to take a leave or return from a

## Employee and Family Assistance Program for All Employees

- **Homewood Health Employee and Family Assistance Program (EFAP)**
  - 1-800-663-1142 (English)
  - 1-866-398-9505 (French)
  - [Homeweb.ca](#) - Enter SD61 as your Organization and then invitation code **GVS195**

\*Hazard Reporting (direct link to link below)

- **EMPLOYEE HAZARD REPORT**

\*Violence Prevention Forms and Reporting (direct link to link below)

- **VIOLENCE PREVENTION PROGRAM AND REPORTING**

\*Please click the (+) to expand the sections.

- + Injury Management
- + Safety Data Sheets
- + Occupational Health and Safety
- + Training and Orientation
- + Wood Shop
- + Metal Shop
- + Auto Shop
- + Bulletins
- + Useful Links
- + Attendance Support Program
- + Benefits Information
- + Wellness Initiatives

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## Violent Incident Reporting

[Violent Incident Submission Form \(Form 1\)](#)

[Violent Incident Administration](#)

[Worker Safety Plan Administration](#)

## Training Resources


[Violence Prevention Training Slides](#)

## VPP Training Completion Acknowledgement

Click on the box below when completed(Required)

I affirm that I have viewed and understood the VPP presentation.

CAPTCHA

I'm not a robot 

Submit

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## Documentation/Forms

[VPP Program](#)

[VPP Flowchart](#)

[WCB Worker's Report of Injury or Occupational Disease to Employer](#)

[Form 1 is an interactive document](#)

[2026 Form 2 Violence-Risk-Assessment Incident-Investigation](#)

[WSP Form 3 2026](#)

[Threat Synopsis Form 4](#)

# VPP Forms

Requirement	Document	Timeline
Report To Administrator	In person	As soon as safe to do so
Initial Incident Report	VPP Form 1	Within 24 Hours
Risk Investigation	VPP Form 2	Within 5 Days
Worker Safety Plan	VPP Form 3	Ongoing Review
WorkSafeBC Injury Form	Form 7	If medical aid needed

# Reporting Incidents of Violence – Form 1



**Purpose:** Reporting ensures awareness of both immediate needs to protect and support and strategy development for future worker safety.

**Compliance Performance:** All acts of violence against a worker must be reported in person to their supervisor as soon as reasonably practicable and then documented using the Form 1 tool available on the Staff Portal/Health Safety and Wellbeing/Violence Prevention.

**Suggested User:** Any employee exposed to violence at work that is not employee to employee in nature.

**Tool Information:** Information reported should include as much information as possible including background info ( if applicable) type of incident and any suggestions that could help development of strategies to avoid future recurrence.

# Risk Assessment – Form 2



**Purpose:** This document is used to investigate and assess significant student, parent or member of the public violence. The risk matrix used is applicable to our scenarios and prescribes clearly, the next action needed to be taken by Administrators. These should be used after **all** high-risk incidents and at the discretion of Administrators based on potential violence.

**Compliance Performance:** The Form 2 Risk Assessment is completed to determine risk level present and prescribe required next steps.

**Suggested User:** Administrators with the participation of worker representatives familiar with the situation.

**Tool Information:** The tool uses injury potential, severity and probability ratings to create an outcome used to prescribe next actions.

# Developing Worker Safety Plans– Form 3



**Purpose:** The purpose of the Worker Safety Plan (WSP) is to clearly and concisely provide information to support safe work, when providing services to individuals.

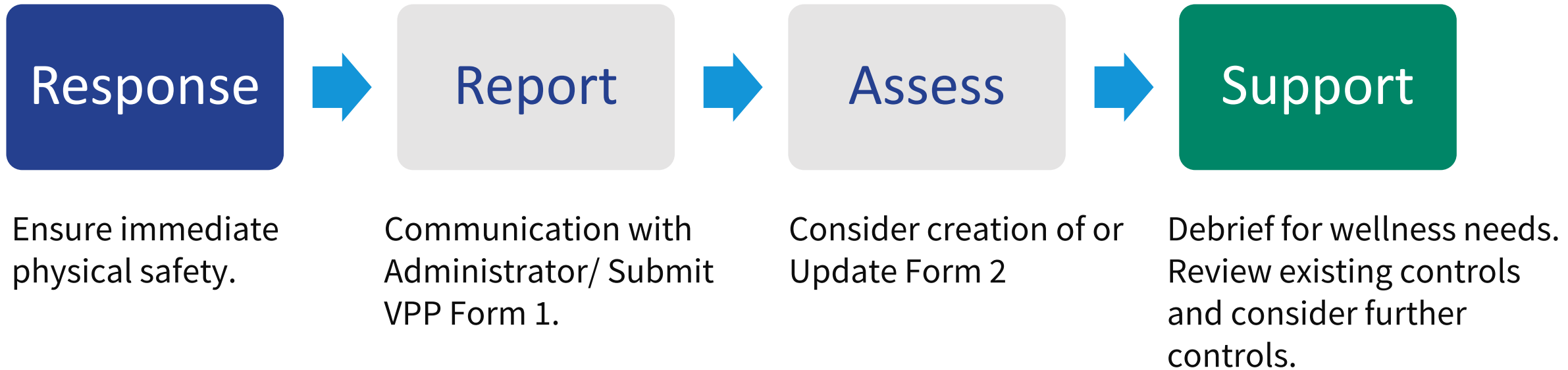
**Background:** The WSP supports the communication of hazards that may affect the worker. This document supports the workers “right to know” about the hazards of working with an individual. There could be several types of hazards that could impact a worker when working with an individual. These range from lifting, stooping, awkward postures, biological hazards or noise and extends to include externalizing behaviour.

**Compliance Performance:** This document is a compliance requirement. The WSP is a specific all in one risk assessment and safe work instruction for working with an individual.

**Suggested User:** This document is a compliance requirement. The WSP is a specific all in one risk assessment and safe work instruction for working with an individual.

**Tool Information:** The WSP tool has a very detailed example worksheet on the last pages that should be reviewed prior to its first use. The example worksheet explains all sections of the form and includes sample text to consider. It is of particular importance that the details included in the completed form are concise and worker directed. The WSP is not about the student but about the tasks that must take place and the related potential risk of injury.

# Standard Post-Incident Flow



# Training Completion

**Thank you for completing this tutorial.**

Please click on the link below to return to the previous screen and select the Training Completion Acknowledgement to save your training record.

[Completion Acknowledgement](#)

# Thank You!

