



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2016	<i>Replacing</i> All previous procedures
<i>Review Date</i> ANNUAL-2017	<i>Page</i> 1 of 35
<i>Contact Person/Department</i> Human Resources Administrator	<i>Identification</i> HR-4522

ONTARIO’S OCCUPATIONAL HEALTH AND SAFETY ACT: PREVENTION AND RESOLUTION OF WORKPLACE VIOLENCE

1.0 PURPOSE

Trillium Lakelands District School Board believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

Trillium Lakelands DSB is committed to maintaining a program with respect to workplace violence, and to meeting the requirements of the *Occupational Health and Safety Act*.

2.0 REFERENCES AND RELATED DOCUMENTS

2.1 Relevant sections of Education and Employment Statutes and Regulations of Ontario include:

- a) *Occupational Health and Safety Amendment Act* (Violence and Harassment in the Workplace), 2010
- b) *Sexual Violence and Harassment Action Plan Act* (Supporting Survivors and Challenging Sexual Violence and Harassment), 2015
- c) Ontario Human Rights Code
- d) *Education Act*. Section 301: *Safe Schools Act*; Section 283-CEO; Section 264 – Duties of a Teacher; Section 265 – Duties of a Principal
- e) Ontario Schools Code of Conduct
- f) *Municipal Freedom of Information and Protection of Privacy Act*
- g) Criminal Code of Canada
- h) The following Acts and Regulations:
 - i) *Ontario College of Teachers Act* and Regulations
 - ii) *Ontario College of Social Work and Social Service Work Act* and Regulations
 - iii) *Ontario College of Speech Language Pathologists and Audiologists Act* and Regulations
 - iv) *Ontario College of Psychologists Act* and Regulations
 - v) *Teaching Profession Act*
 - vi) Ontario College of Early Childhood Educators

vii) Ontario College of Trades

2.2 Related Board Policies and Procedures are:

- a) OP-6020 / 6021 Code of Conduct Policy and Procedure
- b) HR-4010 / 4011 Ontario Human Rights Code: Prevention and Resolution of Employee Discrimination and Harassment Policy and Procedure
- c) HR-4535 Progressive Discipline Procedure
- d) BU-3035 / 3036 Acceptable Use – Electronic Communication Policy and Procedure
- e) ES-5000 / 5001 Volunteer Helpers in School Policy Procedure
- f) HR-4030 / 4031 Ontario's *Occupational Health and Safety Act*: Prevention and Resolution of Workplace Harassment Policy and Procedure
- g) OP-6015 / 6016 School Councils Policy and Procedure; BD-2022 School Councils Communication with Central Staff Procedure (see also School Councils: A Guide for Members)
- h) OP-6550 / 6551 Safe Schools: Physical Intervention Guidelines for Responding to Injurious and Self Injurious Behaviour of Students Policy and Procedure
- i) HR-4519 / 4520 Responding to Student Violence Towards Staff Policy and Procedure
- j) BD-2070 / 2071 Board Crisis Emergency Preparedness Policy and Procedure
- k) HR-4005 / 4006 Employee Assistance Program Policy and Procedure
- l) BU-3050 Health and Safety Policy
- m) OP-6025 / 6026 Video Surveillance Policy and Procedure
- n) HR-4208 Incident/Accident/Injury Reporting and Investigation

2.3 Union/Federation Collective Agreements, Employee Terms of Employment and Personal Services Contracts.

2.4 Other deemed appropriate documents may also be pertinent.

3.0 TERMS AND DEFINITIONS

3.1 WORKPLACE VIOLENCE

As defined by the Occupational Health and Safety Act, workplace violence is:

- a) The exercise of physical force by a person against the worker, in the workplace, that causes or could cause physical injury to the worker;
- b) The attempted exercise of physical force against the worker, in the workplace, that could cause physical injury to the worker; or
- c) A statement or behaviour that it is reasonable for the worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

3.2 DEFINITION OF WORKPLACE

This procedure applies to all work activities that occur while on Board business, or workplace social events wherever a work-related function is performed.

3.3 DOMESTIC VIOLENCE

A person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member – who may physically harm, or attempt or threaten to physically harm that worker at work. In these situations, domestic violence is considered workplace violence.

3.4 RISK ASSESSMENT

An assessment of the risks of workplace violence including the nature of the workplace, type of work or conditions of work and taking into consideration the circumstance of the workplace, circumstances common to similar workplaces, and other elements prescribed in regulation.

3.4.1 **Nature of the workplace** - refers to the physical aspects of the workplace that could be used to hurt workers.

3.4.2 **Type of work** - refers to the activities workers perform and people with whom workers interact.

3.4.3 **Conditions of work** – refers to other aspects such as hours worked, the surrounding neighbourhood and whether workers move from location to location, work alone or in isolation.

3.4.4 **Circumstances specific to the workplace** – refers to unique risks of workplace violence in addition to the common risks.

3.5 RIGHT TO REFUSE

The right and requirements of employees to refuse to work when they have reason to believe their health and safety is in danger in accordance with the criteria defined by Section 43(3) of the *Occupational Health and Safety Act*.

3.6 RATING SCALE

A scale to determine the likelihood of violence in the workplace, and to assist in deciding the nature of the controls to be put in place. The scale rates the risk of workplace violence as low, moderate, or high, according to the following definitions, which rely on a combination of frequency and severity.

Low: One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk of workplace violence is minimal. The risk of workplace violence is not related to a normal part of the work routine, and/or there is minimal potential for intervention or first aid to be required.

Moderate: One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

High: One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

3.7 THRESHOLD ASSESSMENT

A threshold assessment is an initial evaluation conducted by the Human Resources Administrator (or designate) which is used to determine whether a complaint is covered by this policy/procedure and, if so, whether it is sufficient to warrant formal investigation.

3.8 PERSONAL INFORMATION

Information that must be provided to a worker about a risk of workplace violence from a person with a history of violent behaviour if the worker can expect to encounter that person in the course of work, and if the worker may be at risk of physical injury. Personal information may be disclosed, but only what is reasonably necessary to protect the worker from physical injury.

4.0 ADMINISTRATIVE PROCEDURE

4.1 APPLICATION

This procedure applies to all members of the Board community, including but not limited to, trustees, employees, students, visitors such as parents and community members, volunteers, permit holders, contractors and employees of other organizations wherever a work-related function is being performed.

4.2 GENERAL DUTIES OF WORKPLACE PARTIES

The Occupational Health and Safety Act sets out the general duties for an:

- a) Employer under Section 25;
- b) Supervisor under Section 27; and
- c) Worker under Section 28.

These general duties also apply to workplace violence.

4.3 ASSESSING THE RISKS OF WORKPLACE VIOLENCE

4.3.1 It is the responsibility of the employer to:

- a) Assess the risk of workplace violence that may arise from the nature of the workplace, type of work or conditions of work;
- b) Take into account the circumstances of the workplace and circumstances common to similar workplaces, as well as any other elements prescribed in regulation;
- c) Develop measures and procedures to control identified risks that are likely to expose a worker to physical injury. These measures and procedures must be part of the workplace violence program;
- d) The employer must advise the site-based Joint Health and Safety Committee of the assessment results;
- e) Employers must repeat the assessment as often as necessary to ensure the workplace violence policy and related program continue to protect workers from workplace violence and inform the site-based Joint Health and Safety Committee, Health and Safety representative, or workers of the results of the re-assessment.

4.3.2 It is the responsibility of the Principal/Workplace Supervisor to:

- a) Assess the risks of workplace violence at the school or worksite using the Assessment Checklist attached (Appendix 5.1);
- b) Provide a completed Assessment Checklist to the Human Resources Administrator (or designate);
- c) Review the assessment at least annually;
- d) Re-assess as necessary to protect workers from workplace violence.

4.3.3 A re-assessment should be undertaken if:

- a) The workplace moves or the existing workplace is renovated or reconfigured;
- b) There are significant changes in the type of work;
- c) There are significant changes in the conditions of work;
- d) There is new information on the risks of workplace violence; and/or
- e) A violent incident indicates a risk related to the nature of the workplace, type of work, or conditions of work that was not identified during an earlier assessment.

4.3.4 It is the responsibility of the Human Resources Administrator (or designate) to:

- a) Conduct, as necessary, a survey of employees to determine the extent of which employees feel their workplace is safe (Appendix 5.2, Sample Survey);
- b) Review, as necessary, the results of safe school or school climate surveys as part of a risk assessment;
- c) Collect school and worksite risk assessments, reviews and re-assessments;
- d) Review at least annually the effectiveness of the measures and procedures in the workplace violence program;
- e) Advise the site-based Joint Health and Safety Committee of the risk assessment or re-assessment results;
- f) Provide advice and assistance to Principals/Worksite Supervisors regarding the risk assessment / re-assessment in consultation with the Area Superintendent.

4.3.5 A review or revision of a workplace violence program should be undertaken if:

- a) A re-assessment of risks indicates revisions are needed;
- b) Workers, or the site-based Joint Health and Safety Committee or, indicate measures or procedures are not adequate or are not used;
- c) A violent incident shows that measures or procedures are not adequate; and/or
- d) The workplace response to a violent incident or complaint shows the reporting or investigation procedures need to be revised.

4.4 WORKPLACE VIOLENCE PROGRAM

4.4.1 Under the *Occupational Health and Safety Act* a workplace violence program must include:

- a) Measures and procedures to control the risks identified in the assessment as likely to expose a worker to physical injury;
- b) Measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
- c) Measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
- d) How the employer will investigate and deal with incidents or complaints of workplace violence; and
- e) Any other elements prescribed in regulation.

4.4.2 It is the responsibility of the Board to maintain the program, and to provide support to Principals and Supervisors.

4.4.3 It is the responsibility of the Board to ensure that all incidents of workplace violence are documented and reported immediately to the site supervisor and as required to the site-based Joint Health and Safety Committee.

4.4.4 It is the responsibility of the Principal/workplace Supervisor to:

- a) Develop measures and procedures to control the risks identified in the assessment as likely to expose a worker to physical injury (see Appendix 5.1);
- b) Develop measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur (Appendix 5.3 for Sample Measures and Procedures);
- c) Follow the HR-4208 Incident/Accident/Injury Reporting and Investigating Procedure

4.5 REPORTING INCIDENTS OF WORKPLACE VIOLENCE

4.5.1 Reporting Incidents of Workplace Violence:

- a) All employees have a responsibility to report an incident or complaint of workplace violence immediately to their Principal/Supervisor;
- b) Employees shall follow the reporting requirements in the HR-4208 Incident/Accident/Injury Reporting and Investigation Procedures.

4.5.2 In the case of the exercise or attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker, employees shall complete and submit the Employee Workplace Incident/Accident/Illness Reporting Form (Appendix 5.4).

4.6 REPORTING COMPLAINTS OF WORKPLACE VIOLENCE

4.6.1 Employees shall notify their Principal/Supervisor immediately, in writing or verbally, of a statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to a worker.

4.6.2 The Principal/Supervisor shall immediately take steps to protect the safety of the complainant and follow, as appropriate, the steps as outlined in Section 4.8 – Investigation Complaints of the Threat of Workplace Violence.

4.6.3 Employees shall submit a formal complaint to the Human Resources Administrator (or designate) in the case of a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker (Appendix 5.5).

4.7 INVESTIGATING REPORTS OF INCIDENTS OF WORKPLACE VIOLENCE

4.7.1 The Principal/Supervisor shall follow the investigation requirements in the HR-4208 Incident/Accident/Injury Reporting and Investigation Procedure in the case of the exercise or attempt to exercise physical force against a worker, in a workplace, that causes or could cause physical injury to the worker.

4.7.2 Principals/Supervisors shall complete and submit the Workplace Incident Supervisor's Investigation Report (Appendix 5.6).

4.7.3 It is the responsibility of all those involved in the investigation process to maintain confidentiality.

Once the investigation is completed, a summary of the findings and any action taken should be provided to the Human Resources Administrator (or designate) for sharing with the site-based Joint Health and Safety Committee. The report **should not** include any personal or identifying information relevant to the victim and/or the perpetrator.

4.8 INVESTIGATING COMPLAINTS OF THE THREAT OF WORKPLACE VIOLENCE

4.8.1 Avenues for Resolving Disputes

These Procedures provide a mechanism for dealing with complaints of the threat of workplace violence occurring in the working and learning environment. Nothing in these Procedures denies or limits access to other avenues of redress available under the law or through the filing of a grievance or through progressive discipline. In such a case, this process may cease until the parties and their respective representatives have met with the Human Resources Administrator (or designate) to determine which dispute resolution process will proceed and which one(s) will be stayed pending completion of the chosen process.

4.8.2 Who May Initiate a Complaint

All employees have access to the complaint procedures. Employees who believe that they have been subjected to a threat of workplace violence may report the threat. Anonymous reports will not be entertained for dispute resolution under these Procedures.

4.8.3 Confidentiality

It is the duty of the supervisory and managerial personnel to maintain confidentiality in the complaint process. All complainants, respondents and other persons involved with the complaint processes under these Procedures will ensure that all matters remain confidential. Witnesses should be informed that supervisory and managerial personnel, in obtaining statements, will maintain such statements in confidence, subject to their ability to conduct a full and thorough investigation.

Notwithstanding the above, procedural fairness requires that the respondent to a complaint be apprised of the nature of the complaint and by whom it has been made so that they have an opportunity to speak to the allegations. This may require the disclosure of witness names and statements to the parties.

The Board may be required to provide information obtained during an investigation to an outside agency that has the right to require information otherwise protected by the *Municipal Freedom of Information and Protection of Privacy Act*.

4.8.4 Records

All correspondence and other documents generated under these Procedures must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "**PRIVATE AND CONFIDENTIAL**" and be stored in a locked and secure file in the Human Resources Department. Access to the files is limited to the Human Resources Administrator (or designate).

Where an investigation is completed and the determination made that a threat of workplace violence did not occur, the materials collected will be kept for a period of two years. In all other circumstances, all correspondence relating to the matter will remain with the Human Resources Department indefinitely.

4.8.5 Misuse of the Complaint Procedures

If there is a determination on a balance of probabilities that a complaint has been filed in bad faith, the complaint process may discontinue and disciplinary action may occur.

4.8.6 Reprisals

Alleged reprisals shall be investigated as formal complaints and, if substantiated, are subject to the same consequences as complaints.

4.8.7 Resolution Mechanisms

A speedy resolution of a complaint can prevent escalation and further negative consequences while promoting restoration of a healthy learning and working environment.

Supervisory or managerial personnel, as well as union/federation representatives may attempt to facilitate a resolution by:

- a) Informing the individual of the complainant's concern regarding the alleged threat of workplace violence and the Board's expectation for appropriate behaviour;
- b) Providing a copy of the Board's Workplace Violence Prevention and Resolution Policy and Procedure and/or other relevant Board policies to the individual alleged to have engaged in a threat of workplace violence;
- c) Obtaining a commitment that the behaviour will stop; and
- d) Following up with the complainant to ensure that the behaviour has stopped.

In cases where a plan of action is implemented, supervisory and managerial personnel shall follow up by monitoring the situation, holding, if necessary, subsequent meetings with the parties and taking further steps to ensure the behaviour has stopped and the employee is safe.

For complaints, where the parties are members of a union, federation, middle and senior management groups, or principal's council, a resolution facilitated by the appropriate representative(s) will be acceptable to the Board, if acceptable to the parties.

At any time during the process, the Complainant and Respondent may mutually agree to drop the complaint.

4.8.8 Formal Complaints

Employee complainants shall contact their appropriate supervisor immediately. Employee complainants should also consider contacting a colleague, their union, federation, professional association, or middle and senior management representative for support. If an employee requires assistance in completing the formal complaint form (Appendix 5.5), another individual such as a colleague, their union, federation, professional association, or middle and senior management representative may assist the complainant in completing the form. If the supervisor is the party alleged to be responsible for a threat of workplace violence or alleged to condone workplace violence, the complaint should be reported to the appropriate manager/supervisor above the supervisor.

Employee respondents may wish to contact the appropriate supervisor, a colleague, union, federation, professional association, or middle and senior management. Employee complainants and employee respondents may request assistance and representation throughout the complaint process.

4.8.9 Respondents to a Complaint

Individuals who are named as respondents in a formal complaint have a right to a written copy of the Formal Complaint Form (Appendix 5.5). In particular, a respondent has a right to know the specifics of an allegation, including times, dates and alleged conduct. Respondents who choose to respond to the allegations must complete and return their response within five working days of receipt of the written copy of the Formal Complaint to the Human Resources Administrator (or designate).

4.8.10 Threshold Assessment

All formal reports filed under this Procedure shall be subject to a threshold assessment within five working days of receipt of the Formal Complaint by the Human Resources Administrator (or designate) to determine whether the alleged conduct would, if proven, meet the definition of a threat of workplace violence.

If the Human Resources Administrator (or designate), following this threshold assessment, determines that the report filed:

- would not, if true, meet the definition of a threat of workplace violence;
- does not provide sufficient details of the alleged threat, provided the complainant is given notice that insufficient details have been provided and is given reasonable time to provide sufficient details;
- is vexatious, frivolous or trivial, has not been made in good faith or would, if investigated, constitute an abuse of the Procedure; or
- will be dealt with under another Procedure,

the complainant and respondent shall be so advised. The complainant or respondent still may pursue other avenues for resolution.

In all cases where the Human Resources Administrator (or designate) has conducted a threshold assessment to determine that a formal complaint should proceed, the Human Resources Administrator (or designate) shall direct the appropriate supervisory and managerial personnel to take appropriate measures to ensure the safety of the complainant.

4.8.11 Formal Investigation and Resolution

Formal complaints require an investigation of the complaint allegations. The Standard of Proof to be applied is the balance of probabilities. Investigators will be chosen by the Human Resources Administrator (or designate).

In a Formal Investigation, the Human Resources Administrator (or designate) shall ensure that the following steps are taken as soon as possible:

- a) take appropriate measures to ensure the safety of the complainant;
- b) notify the complainant, the respondent and witness(es);
- c) ensure that the respondent has a copy of the complaint;
- d) provide an opportunity for the respondent to complete and return their response within five working days of receipt to the Human Resources Administrator (or designate);
- e) interview the complainant and/or the third party reporting the complaint;
- f) interview the respondent;
- g) interview witness(es);
- h) come to conclusions about whether a specific incident did or did not occur based on a balance of probabilities;
- i) provide a written summary of the findings and conclusions to the complainant and to the respondent and give them an opportunity to respond to same; and
- j) take appropriate action(s) to resolve the situation.

If the respondent declines to participate in the formal investigative process, the investigation shall proceed. The respondent should be encouraged to participate in the interest of a balanced and fair process.

The Formal Investigation shall cease and the matter shall be declared resolved at any time during the investigation, if the complainant and respondent can reach a mutually agreed upon resolution supported by the investigator.

4.8.12 Outcomes in Formal Investigations

In the event a complaint is not substantiated, no further action will be taken, subject to the section on maintaining records, unless the complaint is found to be trivial, vexatious or an abuse of power.

However, if there is a need to restore a positive learning or working environment, appropriate steps shall be taken by the Human Resources Administrator (or designate) which might include:

- counselling for the parties;
- application of strategies to restore a positive learning/working environment;
- mediation;
- specific training for the complainant and/or respondent of an employee;
- workshops for the staff in the school/workplace regarding their rights and responsibilities
- permanent separation of respondent and complainant from each other;
- restorative measures;
- legal action.

The appropriate supervisor or manager may impose discipline as appropriate and consistent with the circumstances.

The principles of progressive discipline will be applied in dealing with disciplinary actions under this procedure. These would include the following possibilities:

- verbal warning;
- written reprimand;
- suspension;
- demotion and/or transfer;
- dismissal from employment with the Board.

4.8.12 Review

In the event a complainant or respondent to a formal complaint has one or both of the specific concerns listed below, a request may be made to the Director or designate within ten working days of the final decision to convene a Review. A Reviewer will be appointed by the Director or designate.

The grounds for review are:

- a) The investigators fail to comply with these Procedures;
- b) New evidence becomes known after the final decision but before the expiry of the ten working days limitation period for requesting a review.

No review of the final decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s) based on findings of fact were incorrect.

The Reviewer will report his/her findings to the Director or designate, who will affirm or amend the final decision, or require that a new investigation be undertaken. The complainant and the respondent will each receive a copy of the Reviewer's report.

4.9 INFORMATION AND INSTRUCTION ON WORKPLACE VIOLENCE

4.9.1 The Board shall:

- a) Provide appropriate information and instruction to workers on the contents of the workplace violence policy, procedure and program;
- b) Provide appropriate information, instruction and supervision to protect a worker;
- c) Advise workers of any actual or potential occupational health and safety dangers of which the Principal/Supervisor is aware;
- d) Disclose as much information about a person with a history of violent behaviour as needed to protect workers from physical injury while respecting privacy as much as possible.

4.10 DOMESTIC VIOLENCE

Domestic violence occurring in the workplace is recognized by the *Occupational Health and Safety Act* as workplace violence.

Trillium Lakelands District School Board is committed to educating workers regarding domestic violence, and to take every reasonable precaution to protect workers from domestic violence that is likely to expose workers to physical injury in the workplace.

4.10.1 Education

Board employees shall be made aware through posters and literature what domestic violence is, the seriousness of domestic violence, and their responsibilities in informing the appropriate staff when they are reasonably aware that domestic violence may occur in the workplace.

4.10.2 Responsibility

The responsibility for creating and maintaining a workplace environment in which workers are protected from domestic violence that may expose workers to physical injury in the workplace rests with all workers sharing the workplace.

4.10.3 Informing

Workers have a duty to report hazards to their Principal/Supervisor. Section 28(1)d of the *Occupational Health and Safety Act* reads that, “A worker shall report to his or her employer or supervisor...the existence of any hazard of which he or she knows.” Workers who have information that they, or a fellow worker is subject to domestic violence that may expose them or their fellow workers to physical injury in the workplace have a responsibility to inform their Principal/Supervisor, except where the Principal/Supervisor may be party to the domestic violence, in which case the worker shall inform the appropriate Superintendent/Manager/Supervisor above the Principal/Supervisor.

The Principal/Supervisor will treat all such reports in confidence, and only disclose to Human Resources or others who need to know, information that is necessary for the protection of workers in the workplace.

4.10.4 Fact Finding

Principals/Supervisors who are informed that there is a worker who may be subject to domestic violence in the workplace must gauge the nature and extent of the threat. This may require the Principal/Supervisor to interview both the source of the information about the threat, and the worker(s) who may be subject to the risk of domestic violence in the workplace. It may also require more detailed investigations conducted by the Human Resources Administrator (or designate). It is the responsibility of the Principal/Supervisor to make this contact.

The Principal/Supervisor may request from the worker reasonable documentation in the circumstances to assess the risks and to put in place precautions to protect the worker. Such documentation may include a copy of a court order, police report or photograph of the alleged perpetrator.

The Board will make available to all workers information about supports available for victims of domestic violence. Such supports may include the Employee Assistance Program, community counselling, support groups, shelters, and the police. When possible, Principals/Supervisors will remind potential victims of domestic violence in the workplace of these resources.

In all circumstances, a Principal/Supervisor shall tell the victim that if they feel at risk of physical harm whether inside or outside the workplace or at home, the worker should contact the police.

4.10.5 Actions

If there is a threat of domestic violence, the Principal/Supervisor, under advice from Human Resources, will take steps to ensure the victim and other workers are protected. Such steps may include, but are not limited to, warnings, employee transfers, informing police, and requesting restraining orders (see Appendix 5.7).

4.11 WORK REFUSALS

The *Occupational Health and Safety Act* outlines:

- a) Employee rights to refuse work;
- b) Limitations on some employees right to refuse work;
- c) The requirements to be followed when a worker indicates he/she is refusing to work; and
- d) Reporting, investigation, documentation and notification responsibilities of the Parties.

Specific steps to follow are found in BU-3580 Protocol for Refusal to Work Procedure.

5.0 APPENDICES

- 5.1 Risk Assessment Checklists
- 5.2 Sample Worker Survey
- 5.3 Types of Communication Devices
- 5.4 Employee Workplace Incident/Accident/Illness Reporting
- 5.5 Formal Complaint Form
- 5.6 Workplace Incident Supervisor's/Principal's Investigation
- 5.7 Checklist for Domestic Violence in the Workplace

Risk Assessment Checklists

Workplace Location and Conditions of Work

Assessed Risk	Risk Level			Example of Possible Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	H	M	L			
Location of the Workplace, including working in the community (conditions of work)						
<ul style="list-style-type: none"> ➤ Level of crime in the community (assault, theft, vandalism etc.) ➤ Risk of workplace violence while undertaking work activities work in the community ➤ Risk of workplace violence associated with isolation of the workplace ➤ Risk of workplace violence occurring in workplace periphery, such as parking lots and playgrounds ➤ Risk of workplace violence occurring due to controls on entry to the workplace ➤ Risk of workplace violence occurring during after –hours use of workplace site 				<ul style="list-style-type: none"> ▪ Security tours ▪ Safe travel routes including public transportation ▪ Staff training in community risks & safety routines ▪ Staff training in questioning strangers and intruders about the appropriateness of their presence in a non-confrontational manner and when to call for assistance or go to a safe area. ▪ Meeting in public places ▪ Police/security presence ▪ Means of communication ▪ CCTV ▪ Clear sightlines ▪ Good lighting ▪ Parking procedures (leaving & returning to vehicle) ▪ Signage for visitors (at <u>all</u> entry & exit points) • Secure public waiting areas ▪ Procedures for escorting visitors ▪ Access restricted areas ▪ Staff / student ID and visitor badges 		

Assessed Risk	Risk Level			Example of Possible Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	H	M	L			
				<ul style="list-style-type: none"> ▪ Procedures to report concerns ▪ Procedures to report incidents ▪ Documentation ▪ Method of summoning immediate assistance ▪ All recipients of off-site programs sign a behavioral contract that signifies acceptance of rules of behavior during the program including the prohibition on violent behavior. ▪ Train workers on implementation of safe-visit plans for high-risk situations ▪ Training for staff on characteristics of aggressive or violent people, signs of escalation of behavior, recognition of potentially violent situations, recommended actions and reactions including when to leave or escape , appropriate responses to incidents, including defusing hostile or aggressive behaviors. 		

Type of Work

Assessed Risk	Risk Level			Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	H	M	L			
Type of Work						
<ul style="list-style-type: none"> ➤ Risk of Workplace Violence occurring due to the characteristics of the general workplace population, including staff, students, parents, and the general public ➤ The risk of workplace violence occurring may vary by area within 				<ul style="list-style-type: none"> ▪ Notification of any known risks (people and situations) ▪ Training in recognizing and responding to potentially violent people and high risk situations ▪ Training in measures to take including de-escalation, personal safety, when to 		

Assessed Risk	Risk Level H M L			Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
<p>workplaces – for example, the risk in a school may be higher in parts of the school if there is a greater density of students with violent characteristics</p> <p>➤ School fund-raising activities e.g., selling material items, school photos, school trips, charitable donations</p> <p>➤ Staff funds, e.g., coffee fund, special occasions</p>				<p>leave or escape</p> <ul style="list-style-type: none"> ▪ Training in how to respond to strangers or intruders ▪ Training in when and how to call for immediate assistance ▪ Meetings held with more than one staff member present ▪ Personal communication devices ▪ Procedures to report concerns ▪ Procedures to report incidents ▪ Documentation ▪ Training for staff on characteristics of aggressive or violent people, signs of escalation of behavior, recognition of potentially violent situations, recommended actions and reactions including when to leave or escape , appropriate responses to incidents, including defusing hostile or aggressive behaviors. ▪ Training in safety routines for parking, leaving and returning to vehicles. ▪ Training of community-based staff on expectations of school board staff when using their facility (recreation center, library). ▪ * not all are applicable to all situations ▪ Written procedures for classroom collection of monies and provisions of receipts (daily written record, transfer to office) ▪ Procedures for daily storage and transfer to bank ▪ Maximum amount to be kept in school overnight (never over a weekend) 		

Assessed Risk	Risk Level			Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	H	M	L			
<ul style="list-style-type: none"> ➤ School fees, e.g., locks, equipment, supplies, uniforms, etc. ➤ Registration fees, e.g., night school 				<ul style="list-style-type: none"> ▪ Procedures for refunds communicated in writing to parents ▪ Written procedures for school-wide collections ▪ Specific times and site ▪ Staff member present when students are collecting ▪ Communication ▪ Written record for each time period ▪ Transfer procedures as above 		

Circumstances Specific to the Workplace

Assessed Risk	Risk Level			Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	M	L				
Circumstances specific to the workplace						
				<p>For all staff who work with the student(s) on a regular basis:</p> <ul style="list-style-type: none"> ▪ <u>Ongoing</u> risk assessment ▪ Consultation with parents/ guardian, board and agency professionals ▪ Notification of safety risks and procedures, interventions ▪ Training in the characteristics of the special education exceptionality ▪ Training in the needs specific to the student(s) ▪ Where the student(s) has a current history or risk-of-injury to self or others: 		

Assessed Risk	Risk Level			Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	M	L				
				<ul style="list-style-type: none"> ▪ Training for all staff who work with the student on a regular basis in BMS, NVCI, etc. ▪ Development of a Safety Plan ▪ Personal communication ▪ Protective equipment ▪ Procedures to report concerns ▪ Procedures to report incidents ▪ Documentation required ▪ Decisions regarding the OHSA overriding privacy concerns and legislation ▪ Sharing of information 		

Handling Money

SAMPLE

Assessed Risk	Risk Level			Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	M	L				
Handling Money						
<ul style="list-style-type: none"> ➤ School fund-raising activities: <ul style="list-style-type: none"> ○ Selling material items ○ School photos ○ School trips ○ Charitable donations ➤ Staff funds, e.g., coffee fund, special occasions 				<ul style="list-style-type: none"> ▪ Written procedures for classroom collection of monies and provisions of receipts <ul style="list-style-type: none"> ○ Daily written record ○ Transfer to office ▪ Procedures for daily storage and transfer to bank ▪ Maximum amount to be kept in school overnight (never over a weekend) 		

Assessed Risk	Risk Level		Example of Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	M	L			
<ul style="list-style-type: none"> ➤ School fees, e.g., locks, equipment, supplies, uniforms, etc. ➤ Registration fees, e.g., night school 			<ul style="list-style-type: none"> ▪ Procedures for refunds communicated in writing to parents ▪ Written procedures for school-wide collections: ▪ Specific times & site ▪ Staff member present when students are collecting ▪ Communication ▪ Written record for each time period ▪ Transfer procedures as above 		



EMPLOYEE SURVEY: WORKPLACE VIOLENCE

Trillium Lakelands DSB recognizes that workplace violence represents a real risk. The Board also recognizes that the risk can be minimized or avoided by assessing the risks, putting preventive measures in place to control them, as well as by implementing processes to obtain immediate assistance in case of violence or to report incidences of violence and by keeping staff abreast of potential dangers in the workplace.

In order to identify these risks, the Board asks that all employees complete the following survey, and assures all employees that information provided will be kept strictly confidential. Furthermore, it is left to the discretion of the employee to provide his or her name. However, the location (school/worksite, administrative office or satellite office) must be provided, in order to be able to identify developing trends or if an issue is directly related to that place of employment.

Location:	Job title:		
Name of employee (optional):			
Sex: Male <input type="checkbox"/>		Female <input type="checkbox"/>	
QUESTIONS	YES	NO	COMMENTS
1) Generally, do you feel safe where you work?			If not, explain?
2) Is workplace violence a concern?			
3) In general, do you work alone? (Example, night janitor)			
4) Indicate if you feel safe in the following places: <i>(if the answer is no, please give the reason)</i>			
• School parking lot			If not, explain?
• School grounds			If not, explain?
• School entrances			If not, explain?
• Halls and corridors			If not, explain?
• Office			If not, explain?
• Classroom			If not, explain?
• Stairwells, if applicable			If not, explain?
• Elevator, if applicable			If not, explain?
• Gymnasium			If not, explain?
• Change rooms			If not, explain?
• Staff lounge			If not, explain?
5) Have you ever witnessed a violent incident in your workplace, between:			If yes, explain:
a) Students			
b) Student and staff			
c) Staff			
d) Others			If yes, please define
6) Do you have access to your workplace after work hours?			
7) Do you sometimes go in to work on weekends?			

8) If yes, is your supervisor aware of this?			
9) Do you take any particular measures to ensure your personal safety?			Specify:
10) Have you ever been the victim or target of a violent incident in your workplace?			

		Indicate the frequency			
11) What kind of violent incident were you subjected to?	Who was the aggressor?	Please check √	Many times (more than five)	Sometimes	Once
		Indicate the frequency			
11.a) Physical Explanation : (Physical force. For example: Hitting or pushing someone violently)	A student				
	A parent				
	A colleague				
	A stranger				
	Other				
11.b) Threats (Statement/behaviour interpreted as a threat to exercise physical violence (For example: intimidation, anticipating a danger of physical injury)	A student				
	A parent				
	A colleague				
	A stranger				
	Other				
		Indicate the frequency			
	Who was the aggressor?	Please check √	Many times (more than five)	Sometimes	Once
		Indicate the frequency			
11.c) Verbal (Aggressive statement expressed by insults in a loud and offensive tone of voice)	A student				
	A parent				
	A colleague				
	A stranger				
	Other				

QUESTIONS	YES	NO	COMMENTS
12) Following the violent incident, did you inform your supervisor or the police of the incident?			If not, explain?
13) Were you satisfied with the measures taken by your employer following this incident?			
14) Does the employer have procedures in place to ensure the safety of employees? (For example, outdoors locked in daytime)			
15) Do you know where to find these procedures?			
16) Are you aware of the procedure for reporting a violent incident?			

17) Do you find that the measures in place are adequate?			If not, explain?
18) Do you know how to obtain immediate assistance in case of violence in the workplace?			
19) Does the employer keep you informed of potential risks in the workplace?			
20) Do you know if the policy with respect to workplace violence is posted?			
21) Other comments you'd like to share:			

Date: _____

TYPES OF COMMUNICATION DEVICES

Device	Strengths	Weaknesses
School-wide P.A. System	<ul style="list-style-type: none"> ▪ Immediate school-wide communication <ul style="list-style-type: none"> ○ Useful for “code” alerts 	<ul style="list-style-type: none"> ▪ May not be heard by those in noisy areas ▪ One way communication only ▪ Restricts type of information that can be communicated (confidentiality)
Classroom P.A. System	<ul style="list-style-type: none"> ▪ Direct link to the main office ▪ Simple usage 	<ul style="list-style-type: none"> ▪ Requires someone to be in the office ▪ Fixed location in the class means staff may not be able to access in an emergency ▪ Useful inside the building only
Individual Cell Phone	<ul style="list-style-type: none"> ▪ Fast direct one-to-one communication ▪ Can be used almost all locations including community ▪ Few range limitations ▪ Can be used to text messages (when speaking is not an option; use with deaf/hard of hearing) ▪ Can be used for a variety of messages including 911 	<ul style="list-style-type: none"> ▪ Requires message recipient to be available ▪ Signal strength may be poor in elevators, basements ▪ If being attacked, employee may not be able to use – not enough time to dial
2-Way Radio (Walkie-Talkie)	<ul style="list-style-type: none"> ▪ Almost instant communication ▪ One button use ▪ Can use voice or signal communication ▪ Can select specific recipient or numerous recipients ▪ Can be used for a variety of messages ▪ Few weak spots within range 	<ul style="list-style-type: none"> ▪ Requires base station to be continuously staffed or select receivers always active (also may move about) ▪ No 911 component
Personal Alarms	<ul style="list-style-type: none"> ▪ Panic type (incapacitating sound) may deter attack ▪ Sound brings assistance to general area ▪ Non-panic type (transmits emergency signal to a receiver) may include two-way communication as well as identification ▪ Immediate, one button use 	<ul style="list-style-type: none"> ▪ Use limited to extreme situations unless two-way communication included ▪ May take time to pinpoint location (if GPS not included) • No 911 component



**ONTARIO'S OCCUPATIONAL HEALTH AND SAFETY ACT:
PREVENTION AND RESOLUTION OF WORKPLACE
VIOLENCE
HR-4522 Appendix 5.4**

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD

EMPLOYEE WORKPLACE INCIDENT / ACCIDENT / ILLNESS REPORTING FORM

IMPORTANT: All employee work-related incidents/accidents/illnesses must be reported on this form and sent to the Human Resources Department, Lindsay Office (Fax # 705-324-8913 or emailed to Injury Reports in First Class), **IMMEDIATELY**. Original form is to be forwarded by courier. If additional space is required, attach separate sheet noting specific section number(s). **PLEASE NOTIFY YOUR PRINCIPAL / SUPERVISOR OF YOUR INCIDENT / ACCIDENT / ILLNESS IMMEDIATELY**

1. Employee Name:			2. Occupation:		
3. School/Work Site:			4. Specific Location of Incident/Accident (parking lot, hallway, gym etc.):		
5. Date of Incident (d/m/y):	6. Time of Incident:	7. Date Reported (d/m/y):	8. Time Reported:	9. Who did you report the Incident/Accident/Illness to?	
10. Type of Incident / Accident / illness: (Please check all that apply) (See reverse for further explanation)					
<input type="checkbox"/> Struck by or Contact by		<input type="checkbox"/> Lifting or Assisting High Needs Student		<input type="checkbox"/> Over Exertion / Strain	
<input type="checkbox"/> Struck Against or Contact with		<input type="checkbox"/> Lifting Equipment / Furniture		<input type="checkbox"/> Field Trip	
<input type="checkbox"/> Caught In, Under, On, Between		<input type="checkbox"/> Student Aggression / Violence		<input type="checkbox"/> Slip / Trip/ No Fall	
<input type="checkbox"/> Exposure		<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Slip / Trip / Fall	
11. Describe what you were doing at the time of the incident and the sequence of events that lead to your workplace incident/ accident or illness:					
12. Please list Body part(s) injured: (State left or right, if applicable)					
13. Describe the materials or equipment being used at the time of the Incident / Accident / Illness:					
14. Provide name and telephone number of any witnesses: (if known).					
15. Did you receive first aid at the workplace? Yes <input type="checkbox"/> No <input type="checkbox"/>					
16. Are you going to see a Doctor / Chiropractor / Physiotherapist in regards to your workplace Incident / Accident/ illness? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Where treated?					
17. Have you had any similar or related problem, injury or condition? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, provide details:					
18. Was any individual who does not work for TLDSB totally or partially responsible for your injury or illness: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Please provide Name and phone number, if known:					
19. In your opinion, what caused the workplace incident, accident or illness:					

PLEASE CONTACT THE HR DEPT AT 705-324-6776, EXT. 22135, IF YOU ARE UNABLE TO RETURN TO WORK ON THE DAY FOLLOWING THE ACCIDENT OR IF YOU ARE UNABLE TO PERFORM YOUR REGULAR JOB DUTIES

I HAVE INFORMED AND PROVIDED MY PRINCIPAL / SUPERVISOR WITH A COPY OF THIS INCIDENT / ACCIDENT / ILLNESS REPORT

Please circle one: YES NO

AUTHORIZATION FOR THE COLLECTION OF THE INFORMATION ON THIS FORM IS IN KEEPING WITH THE FREEDOM OF INFORMATION LEGISLATION AND THE WSIB ACT AND REGULATIONS. THE INFORMATION MAY BE RELEASED TO SBCI CONTRACTED BY TLDSB FOR THE PURPOSE OF CLAIMS MANAGEMENT.

Employee's Signature

_____/_____/_____
Date (dd/mm/yyyy)



PLEASE KEEP A COPY OF THIS REPORT FOR YOUR RECORDS

Revised: January 17th, 2012

DEFINITION OF INCIDENT / ACCIDENT TYPE CODES

1. **INCIDENT** - An Incident is an unsafe act, an unsafe condition or a combination of both in the work environment which could have resulted in property loss and / or physical harm
2. **FIRST AID INJURY** - An injury of such minor nature that treatment can be carried out at the worksite.
3. **MEDICAL AID INJURY** - A work-related incident which requires treatment or a service outside of the workplace.
4. **LOST-TIME INJURY** - A work-related injury which results in time lost from work beyond the day of the injury.
5. **OCCUPATIONAL ILLNESS/ DISEASE** - An occupational illness/ disease is a health problem caused by exposure to a workplace health hazard.
6. **STRUCK OR CONTACT BY** - A struck or contact by incident is one in which a person has been contacted either abruptly and forcefully by some object in motion (e.g. box falls off shelf, employee jabs pin into finger, person pushing cart runs into person); or, has been contacted non forcefully by some substance or agent which has an injury-upon-contact characteristic, (e.g. employee is splashed by hot or corrosive solution).
7. **STRUCK AGAINST OR CONTACT WITH** - A struck against or contact with incident is one in which a person contacts either abruptly and forcefully some object in his surroundings, (e.g. teacher strikes leg against desk, person bumps head against cupboard door); or, comes into contact non-forcefully with some substance or agent capable of producing injury on the basis of mere non-forceful contact, (e.g. electrical shock, hot pipe, employee places hand in hot or corrosive solution).
8. **CAUGHT IN, UNDER, ON OR BETWEEN** - A caught in, under, on or between incident is one in which:
 - a) a person is trapped in some type of enclosure, or a part of a person's body is caught fast in some type of opening, (e.g. a person is caught in an elevator, locked into a room, shut into a boiler)
 - b) a person is caught under an object (e.g. a person has fingers caught under a window window)
 - c) a person or some part of their clothing is caught on some producing object (e.g. a person catches hand on sharp edge, catches loose clothing on a revolving spindle or some protruding object)
 - d) a person is pinched, crushed or otherwise caught between either a moving object and a stationary object or between two or more moving objects (e.g. person jams fingers between wheeled cart and a doorway, person catches arm in an elevator door, jammed between a loaded moving cart and a wall).
9. **FALL** - A fall incident can be a foot level fall or a fall to below. A slip or trip would be recorded as a foot level fall. A foot level fall occurs when a person falls on the same level on which he was standing or walking, (e.g. person slips and falls to the floor). A fall to below occurs when a person falls to below the level on which he was standing or walking (e.g. person falls from ladder, window, chair or on the stairs).
10. **EXPOSURE** - An Exposure incident is one in which the employee is exposed to harmful conditions: i.e. a) toxic gases, fumes or vapours; b) contagious conditions; c) extremes of hot or cold; d) oxygen deficient atmospheres; e) radioactive radiation; f) intense light brightness.
11. **OVER EXERTION / STRAIN** - An over exertion / strain incident is one in which a person puts excessive strain on some part of their body or involves a repetitive body movement (e.g. employee strains back or some part of body lifting a student, equipment, supplies, etc..)
12. **STUDENT AGGRESSION / VIOLENCE** - A student aggression / violence incident is one in which the employee is subjected to an untoward action (or attempt of) by a student, (e.g. student bites, kicks, scratches, twists, strikes, verbal threats, etc.) to the employee.
13. **WORKPLACE VIOLENCE** - A workplace violence incident (not including student acts) are defined by the Occupational Health and Safety Act as:
 - a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
 - b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
 - c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
14. **FIELD TRIP** - A field trip incident is one in which an employee is injured while on a school authorized field trip; is used in combination with another code (e.g. employee slips and falls on ice, when skating on a school trip, would record both Fall and Field Trip code)



PRIVATE AND CONFIDENTIAL

THREAT OF WORKPLACE VIOLENCE FORMAL COMPLAINT FORM

The threat of workplace violence was **directed towards:**

_____ *(name of Complainant)*

_____ *(worksite or home address)*

_____ *(position)*

directed by:

_____ *(name of Respondent)*

_____ *(worksite or home address)*

_____ *(position)*

This formal complaint is being **launched by:** _____ *(name)*

_____ *(worksite or home address)*

_____ *(position)*

INFORMAL RESOLUTION STAGE:

Date Complainant reported behaviour to his/her supervisor: DD/MM/YYYY _____

Name/title of Complainant's supervisor: _____

Describe the informal resolution attempt and why it failed, if possible: _____



FORMAL COMPLAINT:

Date of alleged threat of workplace violence: DD/MM/YYYY _____

Description of alleged threat of workplace violence (use verbs to describe each bullet): use additional sheet(s) if necessary

- _____
- _____
- _____
- _____
- _____

History:

1. Has the complaint been reported previously? Yes No

2. If yes, by whom? _____
(name)

(worksite or home address)

(position)

3. To whom? _____
(name)

(worksite or home address)

(position)

4. When was it reported? _____

5. What actions were taken, if any? _____

Employees are strongly encouraged to seek advice from their union, federation, or professional association.

Complainant(s) Signature(s): _____ Date: _____

Supervisor(s) Signature(s): _____ Date: _____

The information contained in the form is confidential and reasonable steps will be taken to maintain confidentiality in accordance with the provisions of the **Municipal Freedom of Information and Protection of Privacy Act**. This form and any attachments will be copied to the respondent(s) named above, in accordance with the Formal Complaints Process.



WORKPLACE INCIDENT SUPERVISOR'S/PRINCIPAL'S INVESTIGATION REPORT

INSTRUCTIONS TO SUPERVISOR / PRINCIPAL: COMPLETE & FAX TO HR WITHIN 5 DAYS OF INCIDENT/ ACCIDENT

1. **This form is to be completed whenever you receive an Employee Incident/ Accident/ Illness Form.**
2. **If this is a critical injury**, Definition: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg or arm but not a finger or toe; involves the amputation of a leg, arm, hand or foot but not a finger or toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye. Please call the Attendance & Disability Officer **IMMEDIATELY** at 705-324-6776 ext.143
3. **Please fax this report to the Attendance & Disability Officer at 705-324-8913, within 5 days of receiving notification of an employee incident/ accident/ illness.**
4. Provide a **copy of this report to the employee** that had the workplace incident/accident/illness.
5. Provide a copy of this report to the Plant Department if you checked off "Consult Plant Department" under the Corrective and Prevention Actions section

<u>EMPLOYEE NAME:</u>	<u>DATE OF ACCIDENT:</u>
<u>SCHOOL/WORK SITE: ACCIDENT:</u>	<u>SPECIFIC LOCATION OF INCIDENT / ACCIDENT:</u>
<u>PRINCIPAL NAME:</u>	<u>PRINCIPAL SIGNATURE:</u>

1. WHAT HAPPENED? (GENERAL DESCRIPTION)

2. WHAT WAS THE SEQUENCE OF EVENTS THAT LEAD UP TO IT?

3. WHO WAS INVOLVED?

4. WHEN DID IT HAPPEN?



5. PLEASE PROVIDE A DETAILED EXPLANATION OF THE IMMEDIATE CAUSE(S):

5a) CAUSES: (Check all that applies): Please note - This section is not designed to lay blame but rather to find the underlying root cause of the incident/ accident/ illness

- | | |
|---|---|
| <input type="checkbox"/> Student Aggression | <input type="checkbox"/> Outdated MSDS information |
| <input type="checkbox"/> Unsafe Equipment | <input type="checkbox"/> Unsafe Loading, Placing, Mixing, Combining |
| <input type="checkbox"/> Inadequate Illumination | <input type="checkbox"/> Unsafe / Improper Position or Posture |
| <input type="checkbox"/> Improper Ventilation | <input type="checkbox"/> Failure to use Personal Protective Devices (PPE) |
| <input type="checkbox"/> Fire, Explosion, Atmospheric Hazard | <input type="checkbox"/> Failure to provide proper PPE |
| <input type="checkbox"/> Unsafe Design or Arrangement | <input type="checkbox"/> Hazardous Personal Attire |
| <input type="checkbox"/> Outside Hazardous Condition | <input type="checkbox"/> Failure to Follow Procedures / Rules |
| <input type="checkbox"/> Inadequate Clearance, Workspace | <input type="checkbox"/> Inadequate Procedures / Rules |
| <input type="checkbox"/> Inadequate Tools or Equipment | <input type="checkbox"/> Distracting, Teasing, Wilful Misconduct |
| <input type="checkbox"/> Improperly Labelled or Identified | <input type="checkbox"/> Inadequate Help |
| <input type="checkbox"/> Inadequate Maintenance | <input type="checkbox"/> Making Safety Devices Inoperable |
| <input type="checkbox"/> Physical Condition of Equipment / Location | <input type="checkbox"/> No Safety Device Provided |
| <input type="checkbox"/> Hazardous Method or Procedure | <input type="checkbox"/> Inadequate Housekeeping |
| <input type="checkbox"/> Inadequate training provided | <input type="checkbox"/> Inattention |
| <input type="checkbox"/> Operating without Authority | <input type="checkbox"/> Other _____ |

6. CORRECTIVE &/OR PREVENTION ACTIONS: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Develop Student Safety Plan | <input type="checkbox"/> Re-instruction of person involved |
| <input type="checkbox"/> Provide Proper Ventilation | <input type="checkbox"/> Education / Training of Staff |
| <input type="checkbox"/> Repair or Replacement Equipment | <input type="checkbox"/> Provide / Improve Personal Protective Equipment |
| <input type="checkbox"/> Actions to Improve Design/Method | <input type="checkbox"/> Installation of Guard or Safety Device |
| <input type="checkbox"/> Ergonomic Assessment | <input type="checkbox"/> Consult with Plant Dept: |
| | Who Contacted: _____ |
| <input type="checkbox"/> Correction of Congested Area | Date Contacted: _____ |
| <input type="checkbox"/> Improve Housekeeping Procedure | <input type="checkbox"/> Other _____ |

6a) Describe how you have or will implement the above action(s) to prevent a recurrence, please include timelines:

Checklist for Domestic Violence in the Workplace

Developed from January 2010 Draft Workplace Resource of the Occupational Health and Safety Council of Ontario, Workplace Violence Prevention Series

Risk	Example of Controls, Procedures, Measures	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	<ul style="list-style-type: none"> ▪ Ensuring members of the board community are aware of examples of domestic violence, e.g. <ul style="list-style-type: none"> - repeated acts of isolation - put-downs - threats of violence against the victim, the victim's children, or others, including family pets - hitting, burning, strangling, or throwing things - destroying property - sexual assault - repeated unwanted communications with the victim - stalking ▪ making members of the board community aware of who the victims of domestic violence may be, e.g. <ul style="list-style-type: none"> - current or former intimate partners - adults and adolescents - between people of all racial, economic, educational, and religious backgrounds - heterosexual and same sex partners 		

Risk	Example of Controls, Procedures, Measures	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
	<ul style="list-style-type: none"> - male or female, although women represent the overwhelming majority ▪ training members of the board community on the need to report to the employer any reasonable suspicions that domestic violence may occur in the workplace, and on the fact that communicating on a need to know basis may outweigh an individual's expectation of privacy ▪ raising awareness regarding when domestic violence is more likely to come into the workplace, and signs of high risk, e.g. <ul style="list-style-type: none"> - when co-workers in a workplace are involved in or have been involved in an intimate relationship - when a worker has sought shelter or left a relationship due to domestic violence - when threats of violence have been made against a worker ▪ revising the board's Police Protocol to include communication with the police when the police are aware of threats or threatening behaviours which may be carried out in the workplace • Working with organizations in the community that provide services to victims to understand the scope of domestic violence in the community • Reporting procedures 		