



AP S4 Violence Against Employees in the Workplace

Legislative References: WorkSafeBC Occupational Health and Safety Regulations, Sections 3, 31-34

Policy Reference: 2.10 Inclusive and Respectful Environments; 4.10 Healthy and Safe Environments

Collective Agreement References: GITA D.29; CUPE ARTICLE 30

Date: October 10, 2024

This Administrative Practice is designed to support site supervisors with administrative responsibility regarding violence risk identification and response.

Definitions:

Employee means an individual who is employed by School District No. 64 (Gulf Islands).

Supervisor means an employee responsible for directing, controlling, or instructing other employees in their duties including principals, vice-principals, managers, and directors.

Risk Reduction Plan means a mitigation plan for employees that identifies steps and strategies to minimize the likelihood and/or the frequency and severity of risk, working towards prevention of injury and harm.

Workplace Violence is 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 they are at risk of injury. (WorkSafe BC, 2024)

Violence Risk Assessment (VRA) is an assessment report approved by the Workers' Compensation Board of British Columbia (WorkSafeBC, 2024) which identifies potential threats of violence directed toward employees and a mitigation plan to support the safety of employees.

Processes:

1. Risk Assessment

- 1.1. Supervisors will ensure that ongoing risk identification is conducted at each site to identify and address the potential for violent incidents.
- 1.2. A Violence Risk Assessment (VRA) will be completed with the site health and safety committee each year or when there is a substantive change in the workplace (e.g. occurrence of a violent incident; an increase in the potential for violence.)



- 1.3. Once risks are identified, the supervisor will be responsible for the development of a risk control plan to mitigate against the potential for workplace violence.

2. Response to Incidents

- 2.1. If an incident of workplace violence occurs, the supervisor shall, in consultation with the affected employee and an employee representative from the site Joint Health and Safety Committee, take the following actions:
 - 2.1.1. Assess the situation to determine if the employee has been physically or emotionally injured or is at risk of such injury.
 - 2.1.2. Arrange, as appropriate, for first aid treatment through the site First Aid Attendant.
 - 2.1.3. Advise the employee to consult with a physician as appropriate.
 - 2.1.4. Provide the employee with immediate relief from work responsibility, as appropriate.
 - 2.1.5. Assist the affected employee to make appropriate decisions regarding resumption of their duties and facilitate any necessary support.
 - 2.1.6. If the employee elects to complete their shift, on the day the incident occurs, the supervisor will incorporate measures to ensure that the employee's exposure to the aggressor/instigator is minimized.
 - 2.1.7. Provide the employees with other support as may be reasonably required in the circumstances.
 - 2.1.8. If the incident in question also involves student threat-making behavior, implement the Behaviour and Digital Threat Assessment Protocol (BDTA) (see Administrative Practice AP S2 Student Critical Incidents).
 - 2.1.9. Contact the Employee & Family Assistance Program (EFAP), if warranted.
 - 2.1.10. If the violence is perpetrated by a student, the school will debrief / review the existing Risk Reduction Plan with the employee to identify any adjustments that may be required; if no Risk Reduction Plan exists, develop the plan with the school-based team and review the new plan with the affected employee.
 - 2.1.11. Submit a signed copy of the Risk Reduction Plan (all employee signatures) to the Health and Safety Committee.
 - 2.1.12. If requested, coordinate contact with the RCMP, as appropriate, if the affected employee wants to press criminal charges against the aggressor.

- 2.2. The supervisor will be responsible for the following:



- 2.2.1. Assist the affected employee with the completion of the Worker Statement of Incident and if necessary, a WorkSafe BC Form 6 and 7.
- 2.2.2. Complete the accident investigation portion of the Employee Injury Incident Report if the incident is above baseline behaviour for a student or if a WorkSafe BC claim is submitted.
- 2.2.3. Submit all forms to the Director of Instruction, Human Resources.

3. Incident and Plan Review

- 3.1. Following an incident, the School Based Team shall review the Risk Reduction Plan and:
 - 3.1.1. update/adjust safety procedures where needed;
 - 3.1.2. provide affected staff with training as appropriate.
- 3.2. Risk Reduction Plans are to be reviewed throughout the year as required.
- 3.3. Risk Reduction Plans are valid for the current school year only. New/updated plans are required for each new school year.