

AP 4204: Prevention of Violence in the Workplace

The district recognizes the right of all employees to work in an environment free from violence. The district is committed to protecting employees from incidents of violence in the workplace, and as a result will conduct risk assessments when there is a risk of injury to workers from violence arising out of their employment.

It is the responsibility of all personnel to identify situations of risk so that appropriate planning for prevention, intervention and follow-up can be undertaken.

Definitions

Workplace Violence: The attempt or actual exercise by a person 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 the worker is at risk of injury.

1. The Assistant Superintendent will be responsible to maintain current Violence Threat Risk Assessment procedures.
2. Fair notice shall be provided annually to parents, students, and the community that schools will not ignore any threat of violence.
3. Procedures for violence prevention will be in accordance with the [District Health and Safety Manual](#).
4. The Joint Safety Advisory Committee will monitor health and safety hazards and make recommendations to the Board.
5. All records and incidents are to be treated in a confidential manner by the supervisor, in keeping with [Occupational Health and Safety Regulations](#), as identified in the District Health and Safety Manual.
6. Supervisors/Principals are to review the policy and District Health and Safety Manual with all staff at the beginning of each school year.
7. Training information and materials are available from the Manager of Safe Schools and OHS.
8. Provisions for dealing with violence between two (2) or more employees of the Board will be covered by [Occupational Health and Safety Regulations](#), and/or terms of the Collective Agreement.