

8.15.1 Employee Safety Plan Flow Chart

INCIDENCE OCCURS that meets WorkSafe BC definition of violence: Violence means 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 behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.



> Was a threat/intent to harm or kill made?

Supervisor: ☐ COMPLETE the Behavioral Digital Threat Assessment (BDTA) and ☐ SEND to Assistant Superintendent AND Manager of Safe Schools/OHS

> Was there an injury?

Employee: ☐ <u>COMPLETE</u> Worker's Report of Injury 6A and Near Miss Reporting Form Supervisor: ☐ SEND to the Manager of Safe Schools/OHS AND Human Resources Advisor



- > For all incidents that **MEET** the WorkSafe BC definition of violence:
- \square Affected staff member completes page one of the Workplace Violent Report Form and submits to their supervisor / administrator
- ☐ if it involves a *CUPE* member, supervisor/ administrator completes page two of the Workplace Violent Report Form and the Workplace Risk assessment Form (see below)
- ☐ If a *KLTF member* completed form, <u>CONTACT</u> <u>Director of HR</u>. A Union president will attend and review page one and make recommendations with Principal. The Principal will continue to complete page two.
- ☐ <u>SEND</u> original copy of the forms to Manager of Safe Schools/OHS
- ☐ <u>REVIEW</u> redacted copy (sent from <u>Manager of Safe Schools/OHS</u>) with JHSC
- ☐ <u>FILE</u> the redacted copy at the school until the end of school year
- ☐ **SHRED** the redacted end of the school year



- If there IS an Employee Safety Plan in place for this student \square REVIEW plan and send any needed plan updates to DP of Inclusive Education
- If there is **NOT** an Employee Safety Plan in place for this student \square **COMPLETE** the "Workplace Risk Assessment" (WRA) to determine if Employee Safety Plan is required





WRA threshold DOES NOT indicate Employee Safety Plan is required:

Supervisor:

- ☐ SEND the WRA to Manager of Safe Schools/OHS
- ☐ **FILE** the WRA at the school until the end of school year
- ☐ SHRED WRA at the end of the school year



WRA threshold **DOES** indicate **Employee Safety Plan** is required (Meaning the incident intensity EXCEEDS <u>low</u> **OR** the intensity EXCEEDS none AND the frequency EXCEEDS low.)

Supervisor:

- ☐ **SEND** the unredacted version of the Violence in the Workplace Form and WRA form to Manager of Safe Schools/OHS and DP of **Inclusive Education**
- ☐ <u>FILE</u> the redacted version of the Violence in the Workplace Form and the original version of the WRA at the school and SHRED at the end of the school year
- □ SCHEDULE Employee Safety Plan meeting with relevant staff (IST, CT, counselor, etc.) and DP of Inclusive Education
- ☐ SEND completed plan to DP of Inclusive Education
- ☐ **ENSURE** key staff understand plan and the plan is implemented and updated as needed.
- ☐ ENSURE the student has a FAIRS behavior support plan in place and the behavior plan is being tracked via SBT.
- ☐ **FILE** the plan with principal at the school. (Do not file in the student's cumulative file or in their student support binder.)
- ☐ SCHEDULE required review of Employee Safety Plan at 90 days and continue if incidents have continued, or shred if there have been no further incidents.
- **UPDATE** DP of Inclusive Education re: outcome of 90 review.