

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PERSONNEL	
Management		
Guideline	WORKPLACE VIOLENCE	
Applicable Policy	WORKPLACE VIOLENCE	720

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Approved: February 27, 2024 June 28, 2022 February 19, 2020 December 5, 2011	Reviewed: February 6, 2024 June 14, 2022 February 4, 2020 September 26, 2011	Review by: December 2025
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## GENERAL

any form erodes the mutual trust and confidence that are essential to the well-being of staff and is considered unacceptable.

## DEFINITIONS

“workplace violence” is defined in the Occupational Health and Safety Act (OHSA) as:

- The exercise of physical force by a person against a worker, in a workplace, that could cause physical injury to the worker.

“domestic violence” is a pattern of behaviour used by one person to gain power over another with whom they have or have had an intimate relationship. It may include physical violence, sexual, emotional or psychological intimidation, verbal abuse, stalking or the use of electronic devices to harass and control.

“workplace harassment” is engaging in a course of vexatious comment or conduct directed at a worker.

Examples include, but are not limited to:

- Location of the workplace
- Parking
- Access to workplace
- Handling cash
- Working alone

## 1.2 Responsibilities/Duties of the Board, Principals and Worker

SGDSB staff shall identify the risks of workplace violence or harassment occurring on Board premises, or while engaging in workplace activities. An assessment of the risk should include a rating of the risk of workplace violence or harassment taking place in a given workplace. A suggested rating scale follows in Appendix A.

### 1.2.1 Duties of the Employer

- to provide information and instruction to the worker in regards to workplace violence and harassment
- create policies and procedures to be followed by all staff
- to provide training on policies and procedures to all staff
- to take every precaution reasonable to protect the worker from violence and harassment
- to conduct a workplace violence risk assessment

### 1.2.2 Duties of the Principal

- to advise the staff of the existence of any potential or actual threat or occurrence of violence to the worker
- provide the worker with written instructions as to the measures that need to be taken for their protection
- take every precaution reasonable in the circumstance for the protection of the worker
- to review and assess risk factors as they arise

### 1.2.3 Duties of the Worker

- work in compliance with the provisions of the Occupational Health and Safety Act and the Regulations
- report to their principal any threats/or possible threats of violence / harassment to himself/herself or

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- areas on the periphery of the workplace (parking lots, portable in playing fields),
- controls on entry to the workplace, use of the workplace by non-employees (community groups).

#### 1.3.2 General Workplace

- risk of workplace violence occurring due to the characteristics of the general workplace population, including staff, students, parents and the general public.

#### 1.3.3 Specific Workplace

- risk of workplace violence occurring due to individual students, clients, or employees who create specific risk of workplace violence (students, clients, or employees with a history of violence).

## 2.0 Records

All correspondence and other documents generated under this procedure must, subject to the Municipal Freedom of Information and Protection of Privacy Act, be marked

authenticity is proven as a result of an investigation, then said individual may be subject to disciplinary action in accordance with the appropriate Collective Agreement and the SGDSB policies governing such matters.

Should the individual who commits a reprisal against an employee who filed a report in good faith be someone other than an employee of the SGDSB and the reprisal's authenticity

In the event a worker or accused has one or both of the specific concerns listed above, a request, in writing within twenty school days of the receipt of the decision of the person conducting the investigation, may be made to the Director or designate to convene an appeal.

The Director or designate will affirm or amend the final decision or require that a new investigation be undertaken.

5.3 Mediated Resolution

Mediation involves an unbiased third party acting as a facilitator in direct communication between the parties who voluntarily agree to enter into this process. It is an opportunity to resolve disputes in a respectful manner. It provides the opportunity to generate a variety of options for resolution and contributes to restoring the working relationship between parties.

Mediation is appropriate when all parties agree that a mutually agreeable solution is achievable and desirable. Mediation is voluntary and the worker and accused may choose to withdraw at any time. The peTw 2.54TJ 0 Tc 0 Tw 4.326 0 Td ( cu(.>BDC -0.002  
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Employers must advise the joint health and safety committee or health and safety representative of the results of an assessment of workplace violence risks [Section 32.0.3(3)(a)] or the results of a reassessment [Section 32.0.3(5)]. For more information, see Section 2.3 - Assessing the Risks of Workplace Violence.

Employers must also inform the committee or health and safety representative if a person is killed, critically injured, disabled from performing their usual work, or requires medical attention due to workplace violence [Sections 51(1) and 52(1)]. For more information, see Section 2.9 - Notices.

## 10.0 Information And Instruction

### 10.1 General Information for all Staff

An employer shall provide a worker with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence/harassment and any other prescribed information or instruction. (OHSA 2009, 32.0.5 (2))

### 10.2 Workplace Violence and Harassment Procedure Posting

The Workplace Violence & Harassment Management Guideline shall be in written form and shall be posted on all workplace Occupational Health & Safety bulletin boards.

## 11.1 Workplace Violence/Harassment Prevention Procedure Reassessment and Review

Re-assessment of workplace violence and harassment prevention is an 7 (os)-2.1 (t)-6.8 (i)2.5 (ng)]TJ 0





SURVEY

Superior-Greenstone District School Board

EMPLOYEE SURVEY – WORKPLACE VIOLENCE PROGRAM

The School Board 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 School Board asks that all employees complete the following survey.

The School Board assures all employees that information provided in this survey 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, 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"/>

1. You and Your Workplace

QUESTIONS	YES	NO	COMMENTS (if NOT, explain)
1. Generally, do you feel safe where you work?			



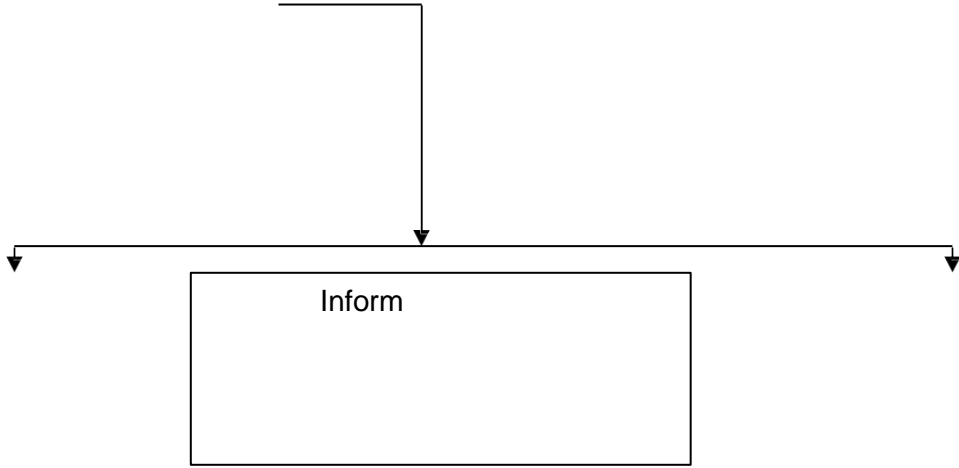
9. Since you have been an employee of the School Board

QUESTIONS	YES	NO	COMMENTS
11. Following the violent incident, did you inform your supervisor or the police of the incident?			
12. Were you satisfied with the measures taken by your employer following this incident?			

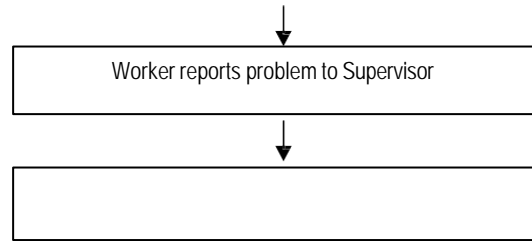
11. Preventative measures

QUESTIONS	YES	NO	COMMENTS
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Work Refusal Process





### Reporting Harassment and Violent Incidents Via the eBase Platform

For Access from non-Board computers

Step 1: Visit <http://www.sgdsb.on.ca/> Look for a Staff menu with a green background and click the 'Resources' link.

Step 2: There are a number of options arranged in a 7x3 grid. Scroll all