

## Administrative Procedure 4220

### ***Workplace Violence Prevention***

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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Dispute Resolution](#)

[Harassment](#)

[Reporting of Accidents/Injuries/Incidents - Staff](#)

[Workplace Safety and Health](#)

**Form Cross Reference:**

[Incident Investigation Report](#)

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**Legal/Regulatory Reference:**

[Criminal Code of Canada](#)

[Guide: Preventing Violence in the Workplace \(SafeWork Manitoba\)](#)

[Human Rights Code of Manitoba](#)

[The Workplace Safety and Health Act](#)

[The Workplace Safety and Health Regulation, M. R. 217/2006](#)

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The Interlake School Division (ISD) believes in the rights of all members of the school community to work and learn in environments that value and demonstrate respect for human rights and freedoms. [The Workplace Safety and Health Regulation, M. R. 217/2006](#) and the [Criminal Code of Canada](#) require workplaces to be free of violence.

As such, the Division affirms its obligation as an employer to provide learning and working environments free from violence. The Division holds accountable all employees, students, parents/guardians, volunteers, and all visitors to conduct themselves in a manner which promotes and protects the best interests and well-being of students, staff, and others.

This procedure is intended to provide guidelines to ensure a working environment free from violence and procedures to respond to such situations that may affect the working environment.

**Violence** is the attempted or actual exercise of physical force against a person and any threatening statement or behavior that gives anyone reason to believe that physical force will be used against them. Examples of workplace violence include but are not limited to:

- direct, conditional or veiled threats of physical harm;
- vandalism of personal property;
- use of or threat to use a weapon.

## **1. Employees Rights and Responsibilities**

- a) Employees are entitled to work free from violence.
- b) Employees are responsible for working together in a professional manner and resolving issues in a non-violent manner.
- c) Employees are to bring issues to their supervisor if they cannot be mutually resolved.
- d) Employees must report incidents of violence to their supervisor.
- e) Employees must cooperate in the investigation of a violent incident.
- f) Anyone who gives evidence or information in an investigation or is involved in the process must keep this information confidential, except when it is necessary to deal effectively with the issue.
- g) Employees have the right to file a complaint with the police.
- h) Employees requiring medical attention as a result of the assault are encouraged to do so immediately.

## **2. Division Responsibilities**

- a) The Division will ensure, as much as reasonably practicable, that no employees are subjected to violence in the workplace.
- b) The Division will take corrective action with anyone under their direction who subjects an employee to violence.
- c) The Division will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:
  - necessary to investigate the complaint;
  - required to take corrective action;
  - required by law.
- d) Any information that is disclosed will be the minimum required for the purpose.
- e) The Division will ensure all employees are aware of the risks of violence in the workplace and are properly trained and equipped to protect themselves.
- f) Division Principals and supervisors are responsible for creating a safe working environment that is free from violence.

### 3. Steps to Eliminate Workplace Violence

Potential areas in the workplace where violence may occur include school grounds, work rooms, lunch rooms, extra-curricular activities, reception areas, etc.

Steps to eliminate or reduce the risk of violence include:

- a) Assessing the risk for workplace violence annually, or more often if something in the workplace changes, or a violent incident occurs.
- b) Training receptionists and administrative assistants in Division workplaces to deal with emergency situations should they arise.
- c) Notifying the receptionist / administrative assistants of individuals who have been identified as potentially posing a threat or risk of violence.
- d) Developing safe work procedures to inform and train employees about the risks of violence. Safe work procedures on violence prevention include:
  - emergency response plan for injured workers;
  - working alone or in isolation;
  - dealing with the public.

Any time there has been a change in the nature or extent of the risk of violence, the Division will provide employees with all of the information available, including personal information, within the limitations of the law. Information will be provided to the extent necessary for the purpose.

### 4. Reporting and Responding to Threats or Incidents of Violence

- a) If the situation has or is likely to escalate into a physical act of violence, contact the police immediately.
- b) Report all threats or acts of violence to your immediate supervisor.
- c) The supervisor will notify the division Safety Advisor. If the incident meets the definition of a “serious incident” ([The Workplace Safety and Health Regulation M. R. 217/2006](#), Part 2.6), the Safety Advisor or designate will notify Manitoba Workplace Safety and Health and the site-based representative of the Workplace Safety and Health (WSH) Committee.
- d) The employee and the supervisor will complete an Incident Report Form. The Incident Report Form is found on the ISD Safety Site in the Staff Portal on the [ISD website](#). The form must be completed for all incidents, whether the incident involves a threat or act of violence.
- e) The supervisor will report all incidents of violence to the Safety Advisor and the Superintendent’s Department as soon as possible, including the submission of the Incident Report Form.
- f) Employees who have been victims of violence will be:
  - encouraged to seek medical help from their healthcare providers or referred for post-incident counseling, if required;
  - given the opportunity to be examined by a doctor and transported to a medical facility, if required.

## 5. Incident Investigation

Unless a complaint is clearly frivolous or vexatious, an investigation will be conducted of all complaints of threats and/or violent behaviour. The following steps will be taken:

- a) The supervisor will advise any employees who may be at risk of violence and will notify the Superintendent's Department and the Division Safety Advisor.
- b) The Safety Advisor, WSH Committee site based representative, the administrator/supervisor, and any other persons required, will complete an investigation into the incident using an [Incident Investigation Report](#).
- c) All information available and relevant to the violent incident will be provided to the investigation team.
- d) The investigation results will be summarized by the investigation team and a copy of the report shall be given to the administrator/supervisor, Superintendent's Department and the Division Safety Advisor.
- e) The recommendations will be reviewed with the Division Workplace Safety and Health Committee.
- f) Progress on implementing any recommendations will be documented on the WSH Committee minutes. Once the recommendations have been implemented, staff will be notified, and it will be noted on the WSH Committee minutes.

## 6. Annual Report

Each investigation report will be included in an annual workplace violence report compiled by the Division's Safety Advisor. The annual report on violence will be provided to the Superintendent's Department and the ISD Workplace Safety and Health Committee.