

Workplace violence is any act or threat of physical violence, verbal abuse, threats, harassment, intimidation, or other threatening disruptive behavior against workers that occurs at the workplace. The incidents may involve personal contact, oral or written statements, including electronically transmitted material, harassing telephone calls, and gestures and expressions or behaviours such as stalking. It can occur at the workplace or outside of the workplace and can range from threats and verbal abuse to physical assaults and death. Workplace violence can strike anywhere, anytime, and no one is immune. The best protection for employees is to establish a zero-tolerance policy toward workplace violence.

The Workplace Safety & Health Regulation, MR 217/2006, defines violence as “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.” Under Canada’s Criminal Code you also have a right to live and work without being subjected to violence.

RISK ASSESSMENT:

The risk of violence can be prevented or minimized by identifying the risk factors associated with violence in the workplace and implementing the appropriate precautions. A risk assessment must be carried out in consultation with the school-based S&H committee and must occur, at a minimum:

- At the beginning of every school year
- Whenever new staff are hired at the school
- Whenever new students are accepted at the school – Based on review of the student’s cumulative (cum) file and the student services file. Past incidents of violence that have occurred in the Division can also be accessed via the electronic VIR database.
- Whenever an incidence of violence has occurred at the school.

The risk assessment must include, at a minimum, the following factors:

- Working alone or in isolated areas.
- Take into consideration any staff who come into contact with students; members of the public, contractors, parents and anyone else who may pose a threat.
- Any particular room or area at the workplace where an incident of violence has occurred in the past or may occur.
- Any particular job functions at the workplace where the workers performing the function has been or may be exposed to incidents of violence.
- Means to summon immediate assistance.
- The measures that will be implemented to eliminate the risk of violence.

- Ensure that a worker who has been harmed is advised to seek medical treatment as well as post-incident counseling.
- That staff are notified of any students with a history of violence or potential for violence that they are required to work with.
- Ensuring staff that work with or may work with violent students will have training in personal safety & de-escalation skills training (NVCI), or any other training that may contribute to their personal safety.

PROCEDURE FOR REPORTING:

Any employee who has been a victim of violent incident **must** follow the procedures listed below:

1. Summon immediate assistance to help deescalate the violent incident.
2. Reports the violent incident immediately to their supervisor or applicable administrator.
3. Seek first aid and or medical treatment for any injuries that were received. Medical treatment may also include appropriate vaccinations for bites that were received and have broken the skin.
4. Complete and submit the electronic [Violent Incident Report Form](#).
Note: time must be given to staff members to complete the report during work hours.

All sections of the form must be completed. The system will not allow you to save the report until all sections have been completed.

5. Complete the [HUB Manitoba School Boards Association Employee Incident form](#). Any employee covered under WCB, must also complete the applicable [WCB paperwork](#) and submit it to the S&H Officer.
6. The supervisor responsible for investigating the violent incident will receive a notification, via email, that a violent incident has occurred. The administrator must initiate the investigation within 24 hrs. The investigation portion of the Violent Incident Report Form must be completed within 7 days of receiving the initial notification of the incident.

Note: The administrator / supervisor must involve the worker rep from the S&H committee during the investigation if the incident is considered a "[serious incident](#)" under the WS&H Regulation.

All sections must be completed. If you have left sections blank, the system will not let you save or submit the form until all sections have been completed. All uncompleted sections will be highlighted in red.

7. Upon completion of the investigation by the supervisor, notices are sent electronically to S&H Officer, the appropriate Assistant Superintendent and Association/Union President (if requested).
8. Assistant Superintendent and the S&H Officer will review the violent incident report form and ensure that the appropriate preventative measures have been documented and implemented.
9. All Violent incident reports are stored via the electronic data base for 10 years. Staff can review their historical VIR Reports by clicking on the “my status report” at the top of the page. All VIR reports that an employee submits will be shown under this tab. Only open reports will be shown by default. To see all active/completed reports, use the filter option on the left-hand side.

All reports submitted and all resulting discussions and investigations shall be treated confidentially to the degree legally allowable, under FIPPA & PHIA.

SAFETY & HEALTH COMMITTEE:

It is the responsibility of the Safety & Health Committee within each school to review all violent incidents that have occurred at their school during their quarterly committee meetings.

PREVENTION:

All Staff:

- Will have the opportunity to review the Violence Policy / Regulation at orientation when hired and anytime thereafter electronically via the S&H website.
- Administrators will provide staff with the appropriate information, including personal information (minimum amount required under FIPPA & PHIA), any time there has been a change in the nature or extent of the risk of violence.

All Administrators / Supervisors:

- Will ensure their staff follow the plan (s) developed to ensure their safety regarding violence.
- Will ensure that any staff required to have training in dealing with potentially volatile students or staff, receive the appropriate training prior to their assignment, and refresher training on a regular basis.

DISCIPLINE:

Students – students who are proven to have been involved with violence toward staff shall be subject to being disciplined in accordance to the [Division’s Policy JKD](#) & [Policy JKE](#). Consequences appropriate to the violation will be applied up to and including expulsion from Divisional programs, courses and activities. Weapons related offences will automatically result in Winnipeg Police Service involvement and where appropriate the Division pursuing maximum consequences under the law.

Staff – who are involved in acts of violence towards other individuals shall be subject to discipline in accordance with the [Division’s Policy GDQD](#). Consequences appropriate to the violation will be applied up to and including termination of employment. Consequences will be applied in accordance with the collective agreements as appropriate and or employment / service contracts.

Others - Individuals who are not students and are involved in violence toward staff shall be dealt with in accordance with the Public Schools Act and or the Criminal code of Canada or any other penal statute(s). When appropriate, incidents of abuse at a school / building / or any school event may result in the application of civil litigation for redress of damages and costs to persons, property or reputations associated with the School Division.

Fraudulent Allegations – any Trustee, administrator, staff member, student, parent, independent contractor, member of the public or visitor who has made false allegations of violence against anyone shall be subject to disciplinary / criminal action.