

Administrative Procedure 3043 MR1

Violence in the Workplace

1. It is the objective of the Board of Education to minimize the risk of violence to its employees in order to allow the safe performance of their duties.

2. A district risk assessment survey has shown the following positions to be potentially at risk for threats of violence or acts of violence:
 - Janitors/Custodians
 - Teachers
 - Special Education Teacher Aides
 - Classroom Aides
 - Bus Drivers
 - Clerical workers
 - Maintenance workers
 - Supervision Aides
 - Management personnel
 - Employees handling money

3. **Employee Training**
 - 3.1 It is the responsibility of all supervisory staff to ensure employees under their supervision are provided training in the following:
 - a) Recognition of violence and the potential for violence;
 - b) Procedures to minimize risks of violence in the workplace;
 - c) Appropriate responses to violent situations.

 - 3.2 Training information and materials are available from the district Health and Safety Officer.

 - 3.3 A record of all employees trained must be forwarded to the district Health and Safety Officer and the payroll department.

4. **Reporting of Violent Incidents**

- 4.1 Any incident involving violence shall be reported verbally to the appropriate supervisor as soon as possible after the occurrence.
- 4.2 The employee, their supervisor, and, if requested, a member of the district Health and Safety Committee, will jointly complete a *Violent Incident Investigation Report (Employee)*.
- 4.3 The district Health and Safety Officer will investigate all incidents involving violence in the workplace and will make recommendations to management regarding corrective action.

VIOLENT INCIDENT INVESTIGATION REPORT (EMPLOYEE)

This form is to be filled out by the person(s) most directly involved in the violent incident. Where necessary, assistance will be provided by the school's administration.

In the best professional judgment, this incident involving violence can be best categorized as:
(Check more than one box if necessary).

- Verbal Abuse to a District Employee
- Verbal Threat to a District Employee
- Written Threat to a District Employee
- Physical Assault against a District Employee
- Sexual Assault against a District Employee
- Fighting
- Bullying/Intimidation
- Violence by Intruder
- Inciting Others to Violence
- Racial Confrontation
- Weapon Involved:
 - Yes
 - No
- Other (explain) _____

Please complete the other side of this form

VIOLENT INCIDENT INVESTIGATION REPORT (EMPLOYEE)

EMPLOYEE BACKGROUND INFORMATION:

Surname of Affected Employee	First Name of Affected Employee
Work Site	Position

INCIDENT PARTICULARS:

Place of Incident:	Date of Incident:	Time of Incident:
Nature of Incident:		
Description of Incident or Employees Account:		
Basic cause of contributory causes. Explain fully unsafe act, unsafe condition, personal factors, other:		

REVIEW/RECOMMENDATIONS:

Recommended Corrective Measures:	Action By:
Inspection Team:	
Management Review by:	Date Review to be Completed by:
Date Report Completed:	The above document has been completed to the best of my ability. <div style="text-align: right;">(Signature)</div>
Report Completed by:	