
SCHOOL DISTRICT NO. 36 (SURREY)

No. 7280.1

REGULATION: VIOLENCE AGAINST EMPLOYEES IN THE WORKPLACE

I. DEFINITIONS

EMPLOYEE:

The word “employee” is used in these standards to mean an individual who is on the payroll of the district.

SUPERVISOR:

The word “supervisor” is defined in the glossary of terms in the Workers’ Compensation Board Occupational Health and Safety Regulations as a person who instructs, directs or controls employees in the safe performance of their duties. This is a broad term which includes managers, principals, vice-principals, foremen, supervisors, etc. The word is issued in these standards with the same meaning.

DISTRICT SAFETY PLANNING PROTOCOL:

A set of procedures that detail the required actions of various district departments and personnel with regard to violent incident reporting, intervention, investigation and assessment leading to the potential for the development of a safety plan.

DISTRICT THREAT ASSESSMENT PROTOCOL:

A set of interdisciplinary response procedures that are required when a student is involved in threat making behaviour.

SAFETY PLAN:

A risk containment plan implemented when there is reasonable cause to believe that an employee may be injured.

WORKPLACE VIOLENCE RISK ASSESSMENT (WVRA) FORM:

An assessment form approved by the Workers’ Compensation Board of British Columbia, which assesses the threshold of student violence directed toward an employee.

II. PROCEDURES

The supervisor/principal/manager will work collaboratively with a worker representative member of the site-based joint health and safety committee, if they are reasonably available, with regard to investigating incidences of violence in the workplace that arise from parties outside the workforce.

Management personnel will conduct investigations of incidents that could result in employee discipline consistent with applicable collective agreements or contract of employment.

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Each supervisor must review annually with all staff members: a) the definition of violence as defined by the Workers' Compensation Board of British Columbia; and b) each staff member's responsibility to report immediately, violent incidents directed toward them.

When a violent incident occurs as defined by the Workers' Compensation Board of British Columbia, the supervisor/principal/manager, in consultation with the staff member involved in the incident and, if they are reasonably available, a worker representative member of the site-based joint health and safety committee or a site-based school staff association/union representative assesses the situation to determine if the employee has been physically injured or emotionally traumatized. Based on the assessment, the supervisor/principal/manager:

- (1) Assesses the nature and extent of any physical injuries and, where necessary, arranges for first aid treatment through the site First Aid Attendant and/or further treatment as necessary.
- (2) Advises the employee who reports an injury or adverse symptom, as a result of an incident of violence, to consult with a physician.
- (3) Provides the employee with immediate relief from work responsibility, as warranted.
- (4) Assists the affected employee to make appropriate decisions regarding resumption of their duties and facilitates any necessary relief. If the employee elects to complete their shift, the supervisor/principal/manager will incorporate measures to ensure that the employee's exposure to the aggressor/instigator is minimized.
- (5) Coordinates contact with the Surrey/White Rock RCMP in the event that the affected employee wants to press criminal charges against the aggressor.
 - (a) If an employee is involved in a violent incident where external assistance is warranted, the police should be notified using 911 procedures and be advised if weapons are involved.
 - (b) Where an employee was involved in a violent incident and the immediate threat has passed, the police should be notified through non-emergency procedures.
- (6) Facilitates contact with the employee's family members to advise them of the situation, after obtaining the employee's consent. If the

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employee is sent home, the supervisor/principal/manager will arrange for transportation if the employee is unable to drive.

- (7) Assists the affected employee with the completion of the Employee Injury Incident Report (Employee Section) or, if necessary and possible, completes same on the employee's behalf.
- (8) Completes the accident investigation portion of the Employee Injury Incident Report. The form must be completed and submitted to Human Resources, within 48 hours. The investigation will contain recommendations designed to prevent or minimize the chance of an incident recurring.
- (9) Counsels the affected employee to maintain his or her own documentation of the incident and pertinent subsequent events for future reference.
- (10) Notifies the affected district employee's supervisor of the incident, when the employee is not a staff member of the intervening supervisor/principal/manager.
- (11) Contacts the Employee & Family Assistance Program (EFAP) or Student Support Services to arrange a Critical Incident Stress Debriefing session to be held within 24 to 48 hours, if warranted. The session is to be conducted by qualified personnel. The debriefing should be offered to all staff that were involved in the incident.
- (12) Applies, in the event of a crisis, the provisions of the District Critical Incident Resource Guide.
- (13) Contacts the Manager, Health, Safety and Benefits, Human Resources, if assistance is required.
- (14) Develops, when warranted, a risk control plan to mitigate against the potential for future incidents of violence directed toward the employee. When developing a risk control plan, any or all of the following departments/organizations (Superintendents' Office, Safe Schools, Student Support Services, Health Safety & Benefits, STA, CUPE, the RCMP) may be consulted as appropriate.

Where the aggressor is a student, the supervisor/principal/manager:

- 1) Acts in accordance with the Safe & Caring Schools Policy No. 9410 and Regulation 9410.1, 2 (Student Discipline).

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- 2) Implements the District Safety Plan Protocol (see the document *Safety Planning: Providing for the Safety of District Employees - Student Support Services*).
- 3) Implements the District Threat Assessment Protocol (see the Surrey School District Critical Incident Quick Reference), if the incident in question involves student threat making behaviour.

III. APPLICATION

This policy applies to any violence against employees arising from staff, students and visitors.

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