



Workplace Violence

Date Approved:

Jun 15, 2010

Projected Review Date:

Jun 15, 2013

Purpose:

The Hamilton Wentworth District School Board (the Board) believes in the prevention of workplace violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of workplace violence is unacceptable conduct. Workplace violence in any form erodes the mutual trust and confidence that are essential to the well-being of our staff.

As defined by the *Occupational Health and Safety Act*, workplace violence is:

- (a) the exercise of physical force by a person against a worker , in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker , in a workplace , that could cause physical injury to a worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.

This policy applies to all work activities that occur while on Board premises, or while engaging in workplace activities or workplace social events.

This policy applies to all members of the Board community, including but not limited to, trustees, students, employees, visitors such as parents and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited onto Board property. This policy shall be posted in all board workplaces.

The Board has developed a comprehensive program to implement this policy and meet the requirements of the *Occupational Health and Safety Act*.

Intended Outcomes:

- Reduction in the number of injuries/illness/damage incidents to employees, all other persons [such as students, trustees, visitors, contractors] and Board property due to workplace violence.
- Raise awareness of everyone's accountability and responsibility to ensure a violence free working and learning environment.

Responsibility:

- Superintendent of Education, Human Resources
- Director - annual review- per the Occupational Health & Safety Act, S.25 (Minor changes may be directed to the Policy Working Sub-Committee for further review and/or approval).

Action Required:

- Review and consultation as per the policy development process
- Review and consultation with the Central Joint Health and Safety Committee

References:

- Occupational Health and Safety Act, Section 25
- Education Act
- Occupational Health and Safety Policy
- Employee Support Program Policy
- Harassment Policy
- Safe Schools Policy
- Staff Development Policy
- Suspension of Students Policy
- Code of Conduct Policy
- Expulsion of Students Policy
- Respectful Working and Learning Environments Policy Directive
- Lockdown Policy

Progress Indicators:

- Reduction/elimination of lost time incidents/injuries due to workplace violence
- Reduction/elimination of health care incidents/injuries due to workplace violence
- Reduction/elimination of first aid incidents due to workplace violence
- Reduction/elimination of near miss or record only incidents
- Elimination of Ministry of Labour compliance orders for workplace violence
- Elimination of work refusals for workplace violence