

## Administrative Procedure 175

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### VIOLENCE IN THE WORKPLACE

#### Background

The District is committed to a working and learning environment free of violence, while developing and maintaining programs that effectively contribute to the personal safety and security of all employees.

All members of the school community are to be provided a safe, caring, orderly, secure, welcoming, and inclusive learning and working environment.

#### Definition

Violence means the attempted or actual exercise by a person, other than a worker, of any actions so as to cause injury to a worker, which gives a worker reasonable cause to believe that the worker is at risk of injury.

#### Procedures

1. Employee Training
  - 1.1. It is the responsibility of all supervisory staff to ensure employees under their supervision are provided training in the following:
    - 1.1.1. Recognition of violence and the potential for violence;
    - 1.1.2. Procedures to minimize risks of violence in the workplace;
    - 1.1.3. Appropriate responses to violent situations.

1.2. Training information and materials are available from the office of the manager of Health and Safety.

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## 2. Reporting of Violent Incidents

2.1. Any incident involving violence shall be reported verbally to the appropriate Supervisor and reported in AMS as soon as possible after the occurrence.

2.2. The Supervisor or as appropriate the Manager of-Health and Safety will investigate all incidents involving violence in the workplace and will make recommendations to regarding corrective action.

Reference: Sections 20, 22, 65, 85, 177 School Act  
BC Human Rights Code  
Workers' Compensation Act  
Occupational Health and Safety Regulation  
Ministerial Order 276/07 Provincial Standards for Codes of Conduct Order  
Collective Agreements

Adopted: November 23, 1999  
Revised: May XX, 2019