

Violence in the Workplace Policy

1. Intent

- 1.1. This policy complies with the legislative requirements under subsections 32.0.1(a) of the *Occupational Health and Safety Act*.
- 1.2. This policy applies to all work activities that occur while on Board premises, or while engaging in workplace activities or workplace social events.
- 1.3. This policy applies to all members of the Board community, including but not limited to, trustees, students, employees, visitors such as parents / guardians and community members, volunteers, permit holders, contractors, and employees of other organizations who work on or are invited to onto Board property.

2. Definitions

- 2.1. Workplace Violence – defined by the *Occupational Health and Safety Act* is:

- 2.1.1 The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
- 2.1.2 An attempt to exercise physical injury to the worker, in a workplace, that could cause physical injury to a worker;
- 2.1.3 A statement or behaviour that 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.

- 2.2. Workplace

- 2.2.1 The *Occupational Health and Safety Act* defines a workplace as any land, premises, location or thing at, upon, in or near which a worker works. This procedure applies to all work activities that occur while on Board premises, or while engaging in workplace duties at off-site locations.

- 2.3. Threat

- 2.3.1 The implication or expression of intent to inflict physical harm or actions

that a reasonable person would interpret as a threat to physical safety.

3. Objective of Policy

- 3.1. It is the policy of the Board to develop and maintain a program to implement this policy with respect to workplace violence, and to meet the requirements of the *Occupational Health and Safety Act*.
- 3.2. It is the policy of the Board to develop preventative measures to reduce workplace violence and promote a violence-free workplace in which all people respect one another and work together to achieve common goals.
- 3.3. Any act of workplace violence is unacceptable conduct.
- 3.4. Workplace violence erodes the mutual trust and confidence that are essential to the well-being of our staff.

4. Roles and Responsibilities

- 4.1. Site Administrator(s) will ensure that a copy of the policies under subsection 32.0.1 are posted at a conspicuous place in the workplace.
- 4.2. Site Administrator(s) shall develop and maintain a program with respect to workplace violence as outlined in the "Violence in the Workplace Procedure".
- 4.3. Site Administrator(s), Managers, Supervisors will identify measures and procedures to control the risks identified in the assessment as likely to expose a worker to physical injury.
- 4.4. Site Administrators, Managers, Supervisors will ensure that there is measures and procedures for summoning immediate assistance when workplace violence is likely to occur.
- 4.5. Organizational Support Services – Human Resources will set out procedures for employees to report incidents of workplace violence to the employer or supervisor and the investigation methods of such reports.

5. Legislative Requirements

- 5.1. Site administrator(s) and managers must assess the risks of workplace violence that

may arise from the:

5.1.1 Nature of the workplace,

5.1.2 Type of work or

5.1.3 Conditions of work.

5.2. The program under “Violence in the Workplace Procedure” must be shared with the Site Joint Health and Safety Committee member(s).

5.3. Site administrator(s) and manager shall reassess the risks of workplace violence as often as necessary to ensure that the the program requirements are met.

6. Monitoring and Review

6.1. This policy and the programs required for compliance shall be reviewed annually at minimum pre the *Occupational Health and Safety Act*.

6.2. Organizational Support Services – Human Resources will actively monitor and support the program(s) developed under the “Violence in the Workplace Procedure” and determine if amending the procedure for clarification is necessary.

6.3. Site supervisor(s) will continually monitor workplace violence at their workplace to evaluate if revisions are required to their program.

7. List of Appendices

7.1. Policy Administrative Information

Appendix A – Policy Administrative Information

Policy Number:	3011
Policy Owner:	Human Resource Services -
Effective Date:	2010 June 15
Amendment Dates:	2025 December 19
Review Dates	2026 April 15
EIE Review Date:	2024 June 19
Resources:	• <i>Occupational Health and Safety Act</i>, R.S.O. 1990, c. O.1 • TVDSB Health and Safety Policy (2005) and Procedures (2005i,l,m,) • TVDSB Privacy and Records Information Management Policy (2014) • TVDSB Supervision of Employees Policy (3001) and Procedure (3001) • TVDSB Harassment Policy (3004) and Procedure (3004a) • TVDSB Progressive Discipline of Employees Policy (3012) and Procedure (3012a) • TVDSB Safe Schools Policy (4008) and Procedures (4008d through k) • TVDSB Employee Accident / Incident Report Independent Procedure (9009) • TVDSB Building Security - Key Control Procedure (9022) • Contractor Acknowledgement Form