



PROCEDURE

Title:	Workplace / Personal Staff Safety Plan	Procedure No.: 2005m Effective Date: 2023 Jan 30
Department:	Organizational Support Services – Human Resources	
Reference(s):	Policy: Health and Safety OHSA, R.S.O. 1990 Violence in the Workplace Policy & Procedure Domestic Violence in the Workplace Procedure Harassment Policy / Procedure	

1.0 Purpose

The purpose of this guideline is to establish parameters for engaging OSS – HR – Health and Safety to develop documentation (e.g., Workplace / Personal Staff Safety Plan) as outlined in the “*Violence in the Workplace Procedure*” and “*Domestic Violence in the Workplace Procedure*” for employees who have demonstrated that their safety may be affected due to a person(s) of interest, who is generally external to the organization.

2.0 Scope

To provide written precautions for staff who are experiencing a serious threat/violence from a person(s) of interest that may affect their workplace, on the direction of the Administrator/Supervisor. The Workplace / Personal Staff Safety Plan does not provide instructions for after work hours or off TVDSB property. This guideline is for internal use only.

3.0 Definitions

Workplace Safety Plan - A workplace safety plan sets out specific actions that will be taken to help keep the workplace and all workers safe from threats of violence.

Personal Safety Plan - A personal safety plan is designed to help keep a specific employee who is experiencing violence safe while at work. A personal safety plan will depend on the individual's specific situation.

Administered By: Organizational Support Services – Human Resources

Amendment Date(s):

Workplace violence is defined in the Occupational Health and Safety Act as:

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

4.0 Responsibilities

4.1 Superintendent / Administrator / Supervisor:

- 4.1.1 Contact OSS – HR – Health and Safety and / or their Superintendent for direction.
- 4.1.2 Workplace / Personal Staff Safety Plans are developed centrally, by OSS – HR – Health and Safety to ensure all parties are aware and for traceability.
- 4.1.3 Contact OSS – HR – Health and Safety for copy of the Workplace / Personal Safety Plan.
- 4.1.4 If there is conflict between two employees, Labour Relations is to be notified immediately by the Administrator or Superintendent.
- 4.1.5 Review Workplace Violence Awareness training is completed by school staff.
- 4.1.6 Review Workplace Safety Plan steps in extenuating circumstances with occasional / itinerant staff as required.
- 4.1.7 Implement the recommendations as feasible, considering operational needs, input from the affected parties and other variables in the circumstances.

4.2 Labour Relations:

- 4.2.1 Conflicts between employees may follow the process outlined in the “Harassment Policy” and “Harassment Procedure”.
- 4.2.2 Following any investigation, Labour Relations, may help establish safety parameters in circumstances that do not require Health and Safety’s consultation.
- 4.2.3 Direct the Administrator(s) / Supervisor(s) to contact Health and Safety for support, if required.

4.3 Health and Safety:

- 4.3.1 As directed by the Superintendent, Administrator(s) / Supervisor(s) develop Workplace / Personal Staff Safety Plan when there is a person(s) who has or may have taken steps which indicate that they are a threat to an employee and / or the school community (usually an external person).
- 4.3.2 Develop using the eBase template - “Workplace / Personal Staff Safety Plan” which generates a written plan and a “Person of Interest” page. All documents are confidential and may only be shared as agreed by the affected employee.
- 4.3.3 Personal Staff Safety Plans may be shared (in consultation with the affected employee) with:
 - 4.3.3.1 Administrator(s)/Supervisor(s) of the affected employee
 - 4.3.3.2 Identified school staff (e.g., secretary, custodian)
 - 4.3.3.3 Labour Management, as required
 - 4.3.3.4 Union representative, as requested / directed by the employee.

- 4.3.4 Personal Staff Safety Plans are re-assessed with the affected employee at a pre-determined time (e.g. two months after implementation).
- 4.3.5 Updates may be made at any time as directed by the Superintendent / Administrator(s) / Supervisor(s), which may be the result of an update from the employee about their situation, changes to the building, etc.
- 4.3.6 Personal Staff Safety Plans do not have an expiration date.
- 4.3.7 If police or security is required it will be coordinated in consultation with the school administrator, Senior Leadership and the Superintendent(s) as required.
- 4.3.8 Engage other parties as required, for example, if there is a mutual person of interest to multiple employees and their families (e.g. a student who is affected by the same person of interest) The plan will be shared at the affected site(s) as required.
- 4.3.9 Monitor the Safety Plans and update their completion as required.

4.4 **Employee**

- 4.4.1 May contact other support groups such as their Union Representative for support during the development of a Personal Staff Safety Plan.
- 4.4.2 The affected employee will share their Personal Staff Safety Plan with new Administrator(s) / Supervisor(s), as required.
- 4.4.3 Notify their Administrator(s) / Supervisor, as required, when updates need to be made to their Personal Safety Plan.
- 4.4.4 Consider, notifying Emergency Services / Community Resources and/or other Community providers if required after work hours. The Personal Staff Safety Plan provides instructions to help protect the worker while in the workplace during the hours prescribed in the Personal Safety Plan.

5.0 **Guideline**

- 5.1 Workplace / Personal Staff Safety Plans are developed in consultation with the affected stakeholders at the location where the threat of violence is being experienced.
- 5.2 The Workplace / Personal Safety Plans must be developed and stored securely in a centralized location.
- 5.3 OSS – HR – Health and Safety may consider these items as part of a Workplace / Personal Staff Safety Plan, the plan may include: some, all or more precautionary strategies, depending on the assessment and available resources.
 - 5.3.1 **Workplace Safety Planning**
 - 5.3.1.1 Making emergency phone numbers readily available — next to or on the phone.
 - 5.3.1.2 Follow the Lockdown / Hold and Secure Procedure so staff and the school can be alerted when additional steps for safety are required.
 - 5.3.1.3 Review communication strategies to summon assistance or provide precautionary steps.
 - 5.3.2 **Personal Safety Planning**
 - 5.3.2.1 Review of communication strategies to summon assistance or provide precautionary steps (e.g., screening phone calls, carrying a two-way radio, texting/Teams messaging).
 - 5.3.2.2 Description of a person of interest, including a photo, if available; this information may be provided to reception, custodian and/or staff working nearby as directed by the affected employee.

- 5.3.2.3 Arranging measures to assist the employee help reach their vehicle safely (e.g., reviewing parking spots, accompanying employee to the parking lot / vehicle).
- 5.3.2.4 Review work schedules, locations when circumstances require; this may help ensure others are available for immediate support; Collective Agreement language must be considered.
- 5.3.2.5 Connecting the employee with services available in the community or through the workplace (e.g., Employee Family Assistance Program).
- 5.3.2.6 If two employees are involved in a situation with similar person(s) of interest in a threatening/violent situation OSS – HR – Health and Safety will liaise with the Administrator / Supervisor at the other site(s) as required to ensure appropriate measures are in place for the other potentially affected employee. If the staff member has a child / dependent at TVDSB who may also require support, the Administrator at that location may be notified so appropriate steps can be taken, if needed.