	Prairie Rose School Division No. 8 Health and Safety	CODE: HS 202
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Alberta Occupational Health and Safety Code 2006 Part 27 Violence states:

Hazard assessment

389 An employer must ensure that workplace violence is considered a hazard for the purposes of Part 2.

Policy and procedures

390 An employer must develop a policy and procedures respecting potential workplace violence.

Instruction of workers

391 An employer must ensure that workers are instructed in

- (a) how to recognize workplace violence,
- (b) the policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence,
- (c) the appropriate response to workplace violence, including how to obtain assistance, and
- (d) procedures for reporting, investigating and documenting incidents of workplace violence.

Response to incidents

392(1) Sections 18(3) to (6) and 19 of the Act apply to an incident of workplace violence.

(2) An employer must ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker

- (a) reports an injury or adverse symptom resulting from workplace violence, or
- (b) is exposed to workplace violence.

1.0 Purpose

The purpose of this document is to outline the School Division's zero-tolerance policy towards violent behavior in the workplace.

2.0 Scope

This policy applies to anyone within Prairie Rose School Division No. 8 or at work sites, including, but not limited to, parents, employees, contractors, volunteers and students however student behavior must be addressed in accordance with the School Act.

Acts of violence can assume many forms ranging from an implied threat to physical contact. Any incident in which a worker is threatened, coerced, abused, or sustains physical, emotional, or psychological harm or injury in, at, or related to the workplace is considered to be an occurrence of workplace violence.

3.0 Responsibility


All employees are obligated to report any occurrence of verbal or physical threats, physical attacks, vandalism, sabotage, and anger-related behavior whether the event was internal or external.

Management is responsible to:

- Communicate to all personnel, including staff, students, visitors, volunteers, and contractors present at our work sites that any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.
- Develop workplace arrangements to minimize and effectively control the hazard of workplace violence
- Provide immediate intervention prior to and during; and take immediate action following the report of an incidence of workplace violence to the reduce risk of further incident or injury, ensure First Aid is provided and activate Crisis Management procedures as appropriate

Issued by:
Health and Safety Coordinator

Distributed To: All Departments
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- Inform the Superintendent or designate as soon as practicable and initiate Incident Investigation procedures

Health & Safety Coordinator is responsible to:

- Assist in the development and promotion of procedures to manage workplace violence
- Review all reports of workplace violence and make recommendations to appropriate staff and/or School Division departments to prevent further incidents.
- Identify trends that may require further action such as training, referral to internal staff or external agencies for assistance.
- Report incidents of workplace violence to Alberta Occupational Health and Safety as required.

Employees must:

- Immediately inform their supervisor of any incidence of violent behavior and cooperate with any efforts to report, investigate and resolve matters arising as a result of violent behavior
- Participate in and apply knowledge from training and implement any necessary steps to ensure personal physical safety

4.0 Procedure

No employee or any person at the Prairie Rose School Division No. 8 shall subject any other person to workplace violence or allow the conditions that create or support workplace violence. Any employee who subjects any other person at a Prairie Rose School Division No. 8 worksite to workplace violence may be subject to disciplinary action up to and including dismissal from employment.

Violence Prevention


- Screen potential workers for unhealthy behavior characteristics by requiring the submission of satisfactory Criminal Records and Child Welfare background check prior to hiring;
- Communicate the commitment to non-violence
- Ensure all workers are conscious of current emergency procedures
- Ensure that one main entrance is used and all other exterior doors are kept locked from the outside. Require all visitors to report to the main office immediately and ask for photo identification from unfamiliar visitors

Dealing with Conflict and Potentially Violent Situations

If someone is angry or hostile:

- stay calm and listen to the entire complaint
- maintain eye contact
- be courteous and patient
- keep the discussion centered on resolving the complaint
- don't set unrealistic goals or make promises that can't be kept

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If someone is swearing, shouting or threatening

- calmly make it known to the person that their behavior is unacceptable
- attempt to quietly signal a co-worker that you need help or
- leave the area immediately to seek assistance

If someone is threatening you with violence

- stay calm, maintain eye contact
- keep talking, watch for a safe chance to escape
- use natural barriers (such as counters or desks) to put distance between yourself and the aggressor
- don't try to grab weapons or engage in physical combat

Response to a Violent Situation

Report the incident as soon as possible to a supervisor/manager. In addition to the verbal notification, assist in the completion of an incident investigation report. Keep all information confidential. Call emergency services if there is a concern for the personal safety of an employee or student. Seek additional counseling or assistance through the Employee Assistance Program in relation to incidents of workplace violence.

5.0 Communication

Workplace violence prevention, procedures and responses will be integrated into employee orientations and into normal workplace practices and procedures. Awareness training will be provided and additional training needs will be evaluated on an ongoing basis in response to identified deficiencies.

6.0 Evaluation

The workplace violence policy's performance will be reviewed following every incident and in response to any identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

7.0 References

- Working Alone
- Emergency Planning
- Emergency Procedures Manual
- Division Critical Incident Procedure+(RED) Binder
- Division Policy & Procedures Handbook . Administrative Guidelines B.10 Violence at School

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