

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SAFE WORK ENVIRONMENT – VIOLENCE PREVENTION	GBGBA

I. POLICY

The Louis Riel School Division is committed to providing a safe work environment for all of its employees. The Division believes that it is everyone’s responsibility to create a safe working environment that is free from violence. Accordingly, the Division strives to eliminate risks of violence where possible and minimize the risks of violence in remaining situations to ensure that, so far as is reasonably practicable, no member of the Louis Riel School Division is subjected to violence.

Violence is defined as “the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against them” ([Workplace Safety & Health Regulation, MR 217/2006](#)).

Canada’s Criminal Code prohibits violence. In Canada, we all have the right to live and work without being subjected to violence.

This policy and its **GUIDELINES** and **PROCEDURES** constitute the Division’s violence prevention policy as required by [Workplace Safety & Health Regulation, MR 217/2006](#). Note that this policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

II. GUIDELINES

- A. The Division and all of its employees shall strive to create a safe working environment that is free from violence.
- B. Employees are responsible for working together in a professional manner and for resolving issues in a non-violent manner (see Policy GBEB – [Appendix A](#): Guidelines for Collegial Resolution of Concerns in the Louis Riel School Division).
- C. The risk of violence can be prevented or minimized by identifying the risk factors associated with violence in the workplace and implementing the appropriate precautions.
- D. All staff are to report incidents of violence, or potentially violent incidents to their Principal or Supervisor.

III. PROCEDURES

A. Preventing Violence

- I. Consistent with **GUIDELINES A, B & C**, Principals/Supervisors at each worksite:
 - a. shall review this policy and its related **GUIDELINES** and **PROCEDURES** with all employees

Adopted:	October 20, 2015	Legal References: Workplace Safety and Health Act (Manitoba) Workplace Safety and Health Regulation (Manitoba)
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- b. must assess the risk of violence, at the beginning of the school year, whenever new staff are hired, whenever new students are accepted at a school, and whenever an incidence of violence at the worksite has occurred
 - c. shall develop an Emergency Response Plan and review it annually with all employees; the plan must detail procedures to follow if a dangerous intruder enters the building (Lockdown) or is reported in the area (Hold and Secure); schools will practice lockdown procedures throughout the year
 - d. shall review pertinent procedures with employees who work alone or in isolation and ensure that employees are aware of the expectations and the plan
 - e. shall review pertinent procedures with employees who work with students for whom behaviour plans have been developed and ensure that employees are aware of the expectations and the plan
2. Consistent with **GUIDELINES A, B & C**, all employees shall be knowledgeable of and implement:
- a. this policy and its related **GUIDELINES** and **PROCEDURES**
 - b. the procedures of the Emergency Response Plan
 - c. procedures pertinent to working alone or in isolation, if applicable
 - d. procedures pertinent to working with students for whom behaviour plans have been developed

B. Reporting Violence

- I. Consistent with **GUIDELINE D**, any employee who has been a victim of a violent incident shall:
 - a. summon immediate assistance to help de-escalate the violent incident
 - b. report the incident immediately to their Principal or Supervisor
 - c. complete and submit a Louis Riel School Division Workplace Safety and Health Employee Incident Report; the report must be completed for all incidents involving a threat or act of violence; the report must be completed by the Principal/Supervisor if the employee is unable to;
 - d. the Superintendent of Schools (or designate) reviews Employee Incident Reports as soon as possible

C. Incident Investigation

- I. When an incident of violence has occurred or could reasonably be expected to occur, the Principal/Supervisor shall:
 - a. conduct an investigation
 - b. document findings using the [LRSD WSH Employee Incident Report](#) and submit the report to the Superintendent (or designate)
 - c. determine any corrective action required in consultation with the Superintendent (or designate), if applicable

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- d. encourage employees who have been victims of violence to seek medical help from their healthcare providers or referrals for post-incident counselling, if required
 - e. give employees who have been victims of violence the opportunity to be examined by a doctor and transported to a medical facility, if required
2. If the incident meets the definition of a “serious incident” as defined in section 2.6 of the [Workplace Safety & Health Regulation, MR 217/2006](#),
- a. the Principal/Supervisor shall immediately notify:
 - i) the Superintendent or designate
 - ii) the LRSD Workplace Safety & Health Officer - who shall contact the WSH, LRSD administration, and the Co-Chairs of the LRSD WSH Committee
 - iii) or, if unable to reach the LRSD WSH Officer, the Superintendent (or designate) shall report the serious incident to Manitoba Safety & Health.
 - b. the Superintendent (or designate) shall conduct a prompt and thorough investigation
 - c. The LRSD WSH Committee Co-Chairs, the Principal/Supervisor, and any other persons required will complete an investigation into the incident using the Violent Incident Investigation Summary Report form.
 - d. LRSD WSH Employee Incident Reports will be forwarded to the LRSD WSH Committee.
3. The name of the complainant or the circumstances of the complaint shall not be disclosed to anyone, except where the disclosure is:
- a. necessary to investigate the complaint
 - b. required to take corrective action
 - c. required by law
4. Personal information disclosed by the complainant in relation to an incidence of violence must be the minimum amount necessary for the purpose.
5. Employees are expected to:
- a. cooperate in the investigation of a violent or potentially violent incident
 - b. keep information confidential

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