



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** WORKPLACE VIOLENCE  
**POLICY NO:** H.M. 37

<b>Date Approved:</b> September 29, 2010	<b>Date of Next Review:</b> <i>Annually</i>	<b>Dates of Amendments:</b> May 27, 2014 November 19, 2015- Board
<b>Cross Reference:</b> <i>Occupational Health and Safety Act</i> Occupational Health and Safety, H.M. 17		
<b>APPENDIX A: Workplace Violence Incident Report Form</b>		

**Purpose**

This Policy reinforces the Board’s commitment in addressing all forms of workplace violence that can injure workers. This Policy is created to comply with the Occupational Health and Safety Act.

**Scope and Responsibility**

This Policy applies to all Board employees, contractors, summer students, co-op students, visitors and volunteers. The Employer, through the Director of Education with the assistance of senior staff and the Occupational Health and Safety Department, is responsible for this Policy.

**Alignment with MYSP:**

Living Our Values  
 Inspired and Motivated Employees

**Financial Impact:**

Maximum fine for a contravention of the Occupational Health and Safety Act is \$500,000.00 with the possibility of jail term particularly for negligence leading to a workplace fatality as a result of workplace violence. There are Workplace Safety and Insurance Board (WSIB) costs associated with injuries from workplace violence.

**Legal Impact:**

This Policy meets the requirements of the *Occupational Health and Safety Act*.



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### **Policy**

1. The Toronto Catholic District School Board's mission is to provide a safe and welcoming learning environment that is an example of Christian community. As such, the TCDSB is committed as an Employer to the prevention of workplace violence by taking every precaution reasonable in the circumstances to protect all workers.
2. TCDSB shall address workplace violence toward workers from all possible sources (co-workers, supervisors, students, parents, visitors, volunteers, contractors, permit holders, strangers and domestic violence). Violent behaviour towards workers in the workplace is unacceptable.
3. The Internal Responsibility System (IRS) is the cornerstone of the Occupational Health and Safety Act. The TCDSB and its employees share responsibility for the prevention of workplace violence. Every board employee regardless of job title has direct responsibility and accountability for violence prevention as an essential part of his or her job. Ultimately, the Board as the employer is responsible for all workers.

### **Regulations:**

1. The Director of Education through the Occupational Health and Safety Department shall develop and maintain a workplace violence program that implements this Policy. The program shall include the following:
  - (a) measures and procedures to assess risk and to protect employees from workplace violence
  - (b) means of summoning immediate assistance
  - (c) protocol for employees to report workplace violence
2. The Occupational Health and Safety Department and the Staff Development Department shall provide appropriate resources to facilitate training programs on workplace violence for all employees. Workplace violence prevention programs shall be integrated into the overall health and safety training program for all employees, including orientation training for new employees and summer students.



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3. All forms of workplace violence shall be addressed by the Employer and the immediate Supervisor in consultation with law enforcement authorities and in consideration of the Occupational Health and Safety Act, Education Act and applicable Regulations, Policy and Memoranda
4. TCDSB and its Supervisors shall investigate and deal with all incidents, complaints, or threats of workplace violence in a timely, fair, and equitable manner. TCDSB shall take every precaution reasonable for the protection of workers by developing a safety plan that may include limited disclosure of information pertaining to individuals with a history of violent behavior. The privacy of all concerned shall be respected to the extent possible as per applicable legislation. Individuals dissatisfied with the outcome of an investigation can report to the Ministry of Labour.
5. Supervisors shall provide information and instruction on workplace violence to their workers.
6. Workers shall follow the internal responsibility system and report all incidents of workplace violence involving co-workers and visitors using the Workplace Violence Incident Report (Appendix A), including disclosures of domestic violence pertaining to workers to their immediate supervisor. Workers shall report incidents of workplace violence involving students using the appropriate safe school reports.

### **Definitions from the Occupational Health and Safety Act**

**Workplace:** land, premises, location or thing at, upon, in or near which a worker works

**Worker:** a person who performs work or supplies services for monetary compensation

**Supervisor:** a person who has charge of a workplace or authority over a worker

**Workplace Violence:**

- a) the exercise of physical force by a person against a **worker**, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a **worker**, in a workplace, that could cause physical injury to a worker;



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- c) 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.

**Evaluation and Metrics:**

This Policy will be reviewed annually by staff in consultation with the Board's three Joint Health and Safety Committees. This will ensure that the Policy remains current and reflects Ontario's health and safety legislation.