

CODE: FBEB.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Workplace Violence

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2021)

OBJECTIVE

To minimize the potential for workplace violence and ensure a consistent approach to addressing any incidents that occur.

Edmonton Public Schools is committed to providing a working and learning environment that is free from violence. It is the responsibility of the Board of Trustees, Superintendent of Schools, staff, parents/guardians, students, community members and contractors to contribute to identifying and addressing incidents of violence.

DEFINITIONS

Community member includes volunteers, visitors, unpaid service providers, and tenants.

Contractor includes anyone involved in a contracted relationship with the Division, including vendors and service providers.

Personal injury is physical or psychological injury to an individual that can be of short or long duration.

Safety plan is the document developed specific to an individual that defines how staff can best maintain a safe and productive working and learning environment.

Violence is any threatened, attempted, or actual conduct of a person in the workplace, relating to the workplace, or resulting from the workplace that can reasonably be expected to cause injury or harm to person or property.

Workplace is any location where a staff member of the Division carries out his or her assigned responsibilities.

RESPONSIBILITY

1. Human Resources shall develop and communicate Division procedures and processes in support of this administrative regulation.
2. All staff shall report incidents of workplace violence according to Division procedures and processes.
3. Decision unit administrators shall:
 - a. ensure that the administrative regulation is posted at each work site;
 - b. communicate the administrative regulation to all staff, parents/guardians, students, community members and contractors, along with their shared responsibility for creating and maintaining a positive working and learning environment;
 - c. create and maintain workplace conditions that minimize the potential for workplace violence;

- d. take immediate action on reports of workplace violence (e.g., report, investigate);
 - e. implement Division procedures and processes for addressing incidents of violence; and
 - f. ensure that all incidents are reported in accordance with Division procedures and processes (e.g., Occupational Health and Safety incident report).
4. Assistant Superintendents, executive directors, and decision unit administrators are responsible for ensuring consistent implementation of, and compliance with, this administrative regulation. Human Resources shall organize for staff education and training about workplace violence, coordinate follow-up support, and provide decision unit administrators with the processes, tools and support they need to address violence.

REGULATION

This administrative regulation applies to incidents of violence that occur between students and staff, parents/guardians and staff, community members and staff, community members and students, or staff and staff.

A. TRAINING AND EDUCATION

Staff qualifications, and ongoing training and education are critical to preventing and responding to workplace violence. Human Resources is responsible for delivering skills and awareness training to all staff.

1. All staff shall be provided with information about workplace violence and how to address incidents of violence in the workplace. Staff new to the Division will receive this information as part of Division hiring and orientation processes.
2. Decision unit administrators shall be provided education and support to create workplace environments that minimize the potential for violence and address incidents of violence.
3. Human Resources shall define the qualifications and experience necessary for staff who work with individuals who present a current risk of violent behaviour.
4. Human Resources shall define the training required for staff who work with individuals who present a current risk of violent behaviour. If an individual is hired into a role and does not have the training required, the decision unit administrator in conjunction with the staff member shall develop a plan to complete this training within a reasonable time.
5. Human Resources shall develop a process to problem solve, exchange information, and share research and best practices relative to workplace violence. Decision unit administrators shall take action based on this information to reduce the occurrence of violence in their respective workplaces.

B. VIOLENCE PREVENTION PLANNING

1. The decision unit administrator shall develop a safety plan for any individual who presents a current risk of violent behaviour. All parties that are affected by the safety plan shall be made aware of the plan and of their responsibilities.

2. Incidents of workplace violence and investigation results shall be reported to Human Resources in order to identify opportunities to decrease or prevent incidents of violence.

C. RESPONSE TO INCIDENTS OF WORKPLACE VIOLENCE

1. Decision unit administrators are responsible for the care, welfare, safety, and security of those involved in incidents of workplace violence.
2. Response to incidents of workplace violence shall be based on Division procedures and processes, and site-specific safety plans.
3. Employee Health Services shall offer support services to staff who are directly or indirectly involved in incidents of workplace violence.
4. Individuals who experience or witness incidents of workplace violence shall report the incident according to Division procedures and processes, and cooperate with any subsequent investigation.
5. Allegations of attempted or threatened violence shall be investigated and addressed according to Division procedures and processes.
6. Confirmed instances of workplace violence may result in administrative sanctions up to and including termination for those who commit or contribute to workplace violence.
7. Decision unit administrators shall identify information learned from site-based incidents of violence and take action where necessary to improve preparedness.
8. Facilities Services shall be responsible for developing protocols for communicating and addressing emergent risks of violence that have the potential to affect multiple sites.
9. Human Resources shall analyze information learned from site-based incidents of violence annually, and will integrate this information into Division procedures and processes.

REFERENCES

AD.BP - Vision, Mission, Values, and Priorities
AE.BB.BP - Wellness of Students and Staff
DBC.AR - Operation of Schools in Emergency Circumstances
FAA.BP - Human Resources Framework
FBCA.BP - Respectful Working Environments
FBCA.AR - Respectful Working Environments
FBCB.BP - Division Staff Code of Conduct
FBCB.AR - Division Staff Code of Conduct
FBE.AR - Health and Wellness of Staff and Students
FBEA.AR - Health and Safety Roles and Responsibilities
HF.BP - Safe, Caring, and Respectful Learning Environments
HF.AR - Safe, Caring, and Respectful Learning Environments
HFA.BP - Sexual Orientation and Gender Identity
HFA.AR - Sexual Orientation and Gender Identity

HG.BP - Student Behaviour and Conduct

HG.AR - Student Behaviour and Conduct

Edmonton Public Schools OHS Tool Kit

Alberta Education Act, Section 33(1)(d)

Alberta Teachers' Association Code of Professional Conduct

Alberta Occupational Health and Safety Code, Part 27 Violence

Canada Labour Code, Part II Occupational Health and Safety, paragraph 125(1)(z.16)

Canada Occupational Health and Safety Regulations (SOR/86-304) Part XX