

SCHOOL DISTRICT NO. 48 (HOWE SOUND)

ADMINISTRATIVE PROCEDURES SERIES 400 - STAFF PERSONNEL

AP 405 EMPLOYMENT CONDITIONS AP 405.2 Protection of Employees from Violence in the Work Place

The Violent Incident Report procedures and form comprise these Administrative Procedures.

1. Reporting and Documentation
 - 1.1 When an employee believes that he/she is at risk due to an act or threat of violence, the employee:
 - 1.1.1 shall use whatever means are reasonable and necessary to remove themselves from the risk;
 - 1.1.2 shall report the circumstances of the incident to the administrative officer/supervisor as soon as possible; and
 - 1.1.3 shall complete, as soon as possible, the Violent Incident Report form provided for this purpose and submit it to the administrative officer/supervisor, along with any other relevant documentation or information.
 - 1.2 When a report is made of a violent incident, the administrative officer shall:
 - 1.2.1 ensure that the employee is no longer at risk;
 - 1.2.2 report the incident, if deemed necessary and appropriate, to the local RCMP detachment;
 - 1.2.3 conduct an investigation into the incident and document the findings;
 - 1.2.4 make available to the reporting employee relevant information relating to the disposition of the incident.
 - 1.3 When, in the opinion of the administrative officer/supervisor, an incident may require comment or action by a senior administrator of the Board, the full circumstances of the incident are to be reported as soon as possible, in writing, to the Superintendent or Secretary-Treasurer.
 - 1.4 The School District Occupational Health and Safety Committee shall review all incidents reported under Article 1.2.3 and shall make recommendations to the Superintendent or Secretary-Treasurer for Board consideration.

**AP 405.2 Protection of Employees from
Violence in the Work Place
(cont'd.)**

Violent Incident Report Form

The purpose of this form is to record and report any incident which meets the following criteria:

- a. the attempted or actual exercise by a person, other than an employee, of any physical force so as to cause injury to an employee.
- b. any threatening statement or behaviour by a non-employee which gives an employee reasonable cause to believe that he or she is at risk of physical injury.

Name of School District facility/location: _____ Date and time of incident _____

Full name of employee: _____ Occupation/Position _____

Name of person perpetrating assault/threat (if known) _____

Description of perpetrator (if name unknown) _____

Name of Witnesses (if any): _____

Complete description of incident (include exact location, and mention the presence of attending emergency agencies, if any): _____

(if this space is insufficient, please use reverse of this form or attach a separate description)

Note to the employee: You have the right to know the actions that have been taken. You may ask your administrator/supervisor for this information after allowing a reasonable time for the matter to be concluded.

Administrator/Supervisor actions: _____

Was this matter sent on to the School Board office for further action or consideration? Yes No
Administrator/Supervisor: any separate notes made or provided in the investigation of this matter should be attached.

Are there any attachments to this document: Yes No
Administrator/supervisor's signature: _____ Date signed: _____

Please retain a copy of this document in a site-based file entitled "Violent Incident Reports"
