

Code G: Personnel and Employee Relations

POLICY TITLE AND CODE

GENERAL PERSONNEL POLICIES - EMPLOYEE SAFETY AND VIOLENCE PREVENTION

GBK

STATEMENT OF POLICY

Greater Saskatoon Catholic Schools will create and maintain a work environment where its employees are treated with respect and dignity in accordance with its Mission Statement.

RATIONALE

Greater Saskatoon Catholic Schools is committed to a safe, positive work environment for all staff.

AUTHORITY

- *The Education Act, Section 85*
- *Occupational Health and Safety Act*
- Policy GBG – Employee Health and Safety
- Policy GBH – Personal Harassment

GUIDELINES

1. Greater Saskatoon Catholic Schools defines violence according to the *Occupational Health and Safety Act*, Section 37(1) as “the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.”
2. Greater Saskatoon Catholic Schools will continue to work toward minimizing the potential for violence by adopting preventive measures such as training for employees by:
 - 2.1 Developing ways and means of recognizing potentially violent situations;
 - 2.2 Establishing proactive approaches to prevent or minimize violence;

- 2.3 Developing procedures for dealing with incidents of violence and how to obtain assistance; and
 - 2.4 Establishing procedures for reporting, investigating, and documenting violent incidents.
3. Greater Saskatoon Catholic Schools will intervene and take supportive and appropriate action when any acts of violence, threats, or intimidation occur.
 4. This policy will be reviewed regularly by the employee liaison committees, as prescribed by Subsection 14(1) of the *Occupational Health and Safety Act*, to determine if any changes should be made, such revisions to be communicated to all employees.
 5. Greater Saskatoon Catholic Schools will advise employees annually of the guidelines and procedures contained herein.

PROCEDURES

1. Greater Saskatoon Catholic Schools will inform employees who work in settings where they could be at a higher risk of violence. These may include:
 - 1.1 Employees who work with students who have a history of violence;
 - 1.2 Employees who work with students who suffer from specific medical conditions which can increase the probability of those students being the perpetrators of violent acts; and
 - 1.3 Employees who provide services to a student whose parent/guardian has a history of violence or who has threatened school staff.
2. All employees have a responsibility to ensure a safe workplace. To that end, employees shall promptly communicate issues relating to violence as follows:
 - 2.1 Employees who believe they have been subjected to a violent act will report the incident to the principal/supervisor immediately;
 - 2.2 Employees who have been the victim of a violent incident must complete a Violent Incident Report Form and forward it to the Superintendent of Education, Human Resource Service Division;
 - 2.3 Employees who believe a student, colleague, or visitor to the workplace represents a danger to the safety of the workplace shall notify the principal/supervisor immediately;
 - 2.4 Principals/Supervisors shall inform their designated Superintendent of Education of all reports of violent incidents; and
 - 2.5 The designated Superintendent of Education shall inform the Director of Education and the local Occupational Health and Safety Committee of reports of violent incidents.

3. All violent incidents will be investigated as soon as possible following receipt of a complaint.
 - 3.1 Principals/Supervisors and/or the designated Superintendent of Education shall investigate all reports of violent incidents as follows:
 - Review the complaint and interview the complainant, alleged perpetrator(s), if possible, and any witnesses;
 - Summarize the information and review the Violent Incident Report;
 - Permit the alleged perpetrator to provide a statement;
 - Advise the victim of her/his right to report the complaint to police services; and
 - Complete a written report of the results of the investigation and forward it to the Superintendent of Education, Human Resource Services Division.
 - 3.2 A copy of the Violent Incident Report will be retained by the Superintendent of Education, Human Resource Services Division.
4. The complainant and perpetrator may choose to be accompanied by a union representative or other person of choice at any stage in the investigation.
5. The Superintendent of Education, Human Resource Services Division, will review the findings and respond in accordance with policy.
6. Following an investigation that confirms the occurrence of a violent incident:
 - 6.1 Where the perpetrator is an employee of Greater Saskatoon Catholic Schools, the school division will take appropriate supportive and disciplinary action
 - 6.2 Where the perpetrator is a student, Greater Saskatoon Catholic Schools will take appropriate supportive and disciplinary action in accordance with *The Education Act* and division policy; and
 - 6.3 Where the perpetrator is a parent or another member of the public, Greater Saskatoon Catholic Schools will take appropriate action necessary to minimize the risk of another incident.
7. Employees affected by a violent incident will be informed of the results of the investigation.
8. When an employee is a victim of a violent incident:
 - 8.1 S/he will be given the opportunity to consult with a physician or seek counselling through the Employee and Family Assistant Program without the loss of salary or benefits;
 - 8.2 S/he will be required to file the necessary injury reports if the employee seeks medical assistance or is absent from work;
 - 8.3 Compensation for medical expenses, time lost, or disability to which s/he may be entitled will not be duplicated;
 - 8.4 S/he will not be prevented from referring the violent incident to a third party including Occupational Health and Safety, Saskatchewan Human Rights, the Saskatchewan Teachers' Federation, and/or police services; and

- 8.5 Reprisals or threats as a result of filing a complaint are to be reported to the principal/supervisor or the designated Superintendent of Education for immediate investigation. Confirmation of such threats or reprisals will result in appropriate disciplinary action.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To provide an identifiable Catholic environment
- To make the school a place of evangelization and pastoral action
- To support staff members as witnesses of their faith to students, each other, and the community
- To support staff members and their families in sadness and joy

FORMS

Violent Incident Report Forms

DATE APPROVED

January 2002

DATE AMENDED

April 2004