

(A) GUIDELINES

- (1) The Division and all of its employees shall strive to create a safe working environment that is free from violence.
- (2) Employees are responsible for working together in a professional manner and for resolving issues in a non-violent manner (see Policy GBAA – Respectful Schools and Workplaces and Policy GBAA-R – Respectful Schools and Workplaces Regulation)
- (3) 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.
- (4) All staff are to report incidents of violence, or potentially violent incidents to their principal/supervisor.

The Division will make employees aware of the violence prevention policy by posting it on the RETSD website, including the policy in new worker orientation, and providing related training.

(B) PROCEDURES

- (1) Preventing Violence:
 - (a) Consistent with GUIDELINES 1, 2 and 3, principals/supervisors at each worksite:
 - (i) are responsible for ensuring their employees have completed the related training (*Respectful Workplace and Violence Prevention*) in which this policy and its related guidelines and procedures are reviewed and referenced;
 - (ii) 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;

- (iii) shall review annually the *Safety Manual – section 3 – Emergency Management Program* with all employees. The Program 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;
 - (iv) shall review pertinent procedures with employees who work alone or in isolation and ensure that employees are aware of the expectations and the plan as per *Policy GBG – Staff Safety When Working Alone*;
 - (v) shall review pertinent procedures with employees who work with students for whom behavior plans have been developed and ensure that employees are aware of the expectations and the plan.
- (b) Consistent with Guidelines 1, 2 and 3, all employees shall be knowledgeable of and implement:
- (i) this policy and its related guidelines and procedures;
 - (ii) the procedures of the Emergency Response Plan;
 - (iii) procedures pertinent to working alone or in isolation, if applicable;
 - (iv) procedures pertinent to working with students for whom behavior plans have been developed.
- (2) Reporting Violence:
- (a) Consistent with Guideline 4, any employee who has been a victim of a violent incident shall:
 - (i) summon immediate assistance to help de-escalate the violent incident;
 - (ii) report the incident immediately to their principal or supervisor;

- (iii) complete and submit an Employee Incident Report through Employee Connect; the latter must be completed for all incidents involving a threat or act of violence and must be completed by the principal/supervisor if the employee is unable to do so (superintendent or designate reviews Employee Incident Reports as soon as possible);
- (3) Incident Investigation:
- (a) When an incident of violence has occurred or could reasonably be expected to occur, the principal/supervisor shall:
- (i) conduct an investigation;
 - (ii) document findings using Employee Connect;
 - (iii) determine any corrective action required in consultation with the superintendent or designate and in accordance with relevant divisional policy, such as:
 - Code of Conduct
 - Respectful Schools and Workplaces Policy GBAA and Regulation GBAA-R
 - Safe Caring and Respectful Schools JICDAA and Safe Caring Respectful and Inclusive Schools JICDAA-R1
 - Violence Threat Risk Assessment JICDAC
 - (iv) seek medical help from their healthcare providers or referrals for post-incident counselling, if required;
 - (v) give employees who have been victims of violence the opportunity to be examined by a doctor and transported to a medical facility, if required.
- (b) 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 the principal/supervisor shall immediately notify Manitoba Workplace Safety & Health. The RETSD Workplace Safety & Health Officer shall contact Manitoba Workplace Safety & Health, superintendent or designate and the co-chairs of the RETSD WSH Committee.

- (c) The name of the complainant or the circumstances of the complaint shall not be disclosed to anyone, except where the disclosure is:
 - (i) necessary to investigate the complaint;
 - (ii) required to take corrective action;
 - (iii) required by law.

- (d) Personal information disclosed by the complainant in relation to an incidence of violence must be the minimum amount necessary for the purpose.

- (e) Employees are expected to:
 - (i) cooperate in the investigation of a violent or potentially violent incident;
 - (ii) keep information confidential.

Effective Date:	September 19, 2023	Review Date:
Amended Date:		
Board Motion(s):	203/23 Workplace, Safety & Health Regulation, MR 217/2006; Safety Manitoba, Section 3, Emergency Management Program; GBAA-Respectful Schools and Workplaces; GBAA-R – Respectful Schools and Workplaces Regulations; GBG-Staff Safety When Working Alone; JICDAA-Safe Caring and Respectful Schools; JICDAA-R1-Safe Caring Respectful and Inclusive Schools; JICDAC-Violence Threat Risk Assessment	
Legal/Cross Reference:		