

## WORKPLACE VIOLENCE PREVENTION AND RESPONSE

### Background

The purpose of this Administrative Procedure is to establish guidelines and procedures for the prevention, response, and resolution of workplace violence incidents within the Greater St. Albert Catholic School Division. This procedure aims to create a safe and secure working environment for all staff members.

### Definitions

Workplace violence refers to any act or threat of physical violence, harassment, intimidation, or other disruptive behaviors that occur at a worksite and/or is directed towards a staff member. It encompasses a wide range of actions and behaviors, including physical harm, verbal abuse, psychological harm, and property damage.

#### ***Types of Workplace Violence:***

##### *Physical Violence*

- Actions like hitting, pushing, stabbing, or any other physical assault.
- Includes the use of weapons or dangerous objects.

##### *Verbal Abuse*

- Threats, shouting, swearing, or insults directed at an individual.
- Can escalate into more serious forms of violence.

##### *Harassment*

- Repeated unwelcome behavior, such as stalking, bullying, or sexual harassment.
- May include actions via digital communication (e.g., emails, texts).

##### *Intimidation*

- Non-verbal threats, such as aggressive posturing or glaring.
- Includes actions aimed at creating a hostile or fearful environment.

##### *Property Damage*

- Vandalism or destruction of workplace equipment, facilities, or personal belongings.
- Can be an indirect threat or retaliation.

### Procedures

## 1. ***Violence Prevention***

### 1.1 *Risk Assessment*

- Conduct regular risk assessments to identify potential workplace violence situations.
- Consider factors such as the nature of work, interactions with the public, and any known threats or incidents.

### 1.2 *Training and Awareness*

- Provide mandatory training to all staff on workplace violence prevention (e.g., Hour Zero training - Workplace Violence and Harassment), including:
  - Recognizing warning signs and indicators of potential violence
  - De-escalation techniques
  - Reporting procedures
  - Crisis response protocols
- Share relevant information regarding a student's previous actual or potentially violent behavior when applicable.
- Provide specialized training (e.g., Non-Violent Crisis Intervention Training) for staff working with students who demonstrate dysregulation or behaviors that may escalate to aggression or violence.

### 1.3 *Workplace Design and Security*

- Implement physical security measures such as:
  - Secure entrances and exits
  - Surveillance cameras
  - Emergency Alarms
  - Adequate lighting
- Design workspace to minimize potential conflict and provide safe exit routes for staff.

## 2. ***Response to an Incident of Violence Towards Staff***

### 2.1 *Immediate Response*

- Prioritize the safety of all individuals involved in the event of a violent incident.
- Call emergency services if necessary.
- Follow established crisis response protocols.
  - Utilize the schools assigned communication protocols
  - Initiate evacuation, lockdown or hold and secure as needed

- Staff who are assigned to respond if needed are contacted
- Secure the scene of the incident and preserve evidence, if applicable.

## 2.2 *Investigation*

- Following a serious incident of workplace violence, the principal/supervisor will notify the Assistant Superintendent of Human Resource Services to initiate the investigation process.
- Assign a committee to conduct the investigation. The committee may include:
  - Principal or Vice-Principal
  - Division Principal
  - Director of Student Learning Supports or another staff member from the department
  - Assistant Superintendent or staff from Learning Services or Human Resource Services department.
- Conduct a prompt and thorough investigation, including:
  - Interviewing witnesses
  - Collecting and documenting evidence
  - Preparing a detailed summary report and submitting it to the Assistant Superintendent of Human Resource Services
  - Staff who were involved or witness to the incident should write out what happened in chronological order.
- Share serious incidents with the Joint Worksite Site Health and Safety Committee (JWSHSC) to review the effectiveness of anti-violence policies (see AP 412).

## 2.3 *Next Steps Following Serious Incident*

- Initiate support from the GSACRD Division's Crisis and Trauma Response Team, if appropriate.
- Provide support and guidance to witnesses and affected staff members.
- Collaborate with school administration and the Student Learning Team to determine ongoing support requirements.
- Staff may want review their benefits to access support and are encouraged to reach out to Human Resource Services for further information.

## 2.4 *Follow-up and Prevention*

- Implement measures to prevent future incidents, such as:
  - Increased security measures
  - Additional training
  - Changes to work procedures or policies
  - Individualized support plans for high-risk individuals

- Take appropriate disciplinary action against individuals who violate this policy (see AP 350).

### **Summary**

By adhering to this procedure, the Greater St. Albert Catholic School Division demonstrates its commitment to ensuring the safety and well-being of all staff members, fostering a respectful and secure workplace environment.

### Reference:

- AP 412 Occupational Health and Safety
- AP 350 Student Discipline Framework
- AP 359 Safe and Caring Learning Environments

Implemented: April 8, 2025