



Workplace Violence Manual

October 2019

Table of Contents

Notification of Risk Map.....	3
Notification of Risk Map Example.....	4
Workplace Violence Investigation/Be Safe Plan Checklist	5
Violence Awareness for School Staff - Template	6
Violence Awareness for School Staff - Instruction Guide.....	7

Notification of Risk Map

On an annual basis or as soon as reasonably possible after new information is made available, the Administrator/Designate will create/update a Notification of Risk floor map.

A copy of this map will be posted in the Main Office in a binder and will be made available to central school board staff if they will be in contact with students.

The Notification of Risk map will note locations where students who have a history of violence and are likely to expose one or more workers to physical injury are predominately located.

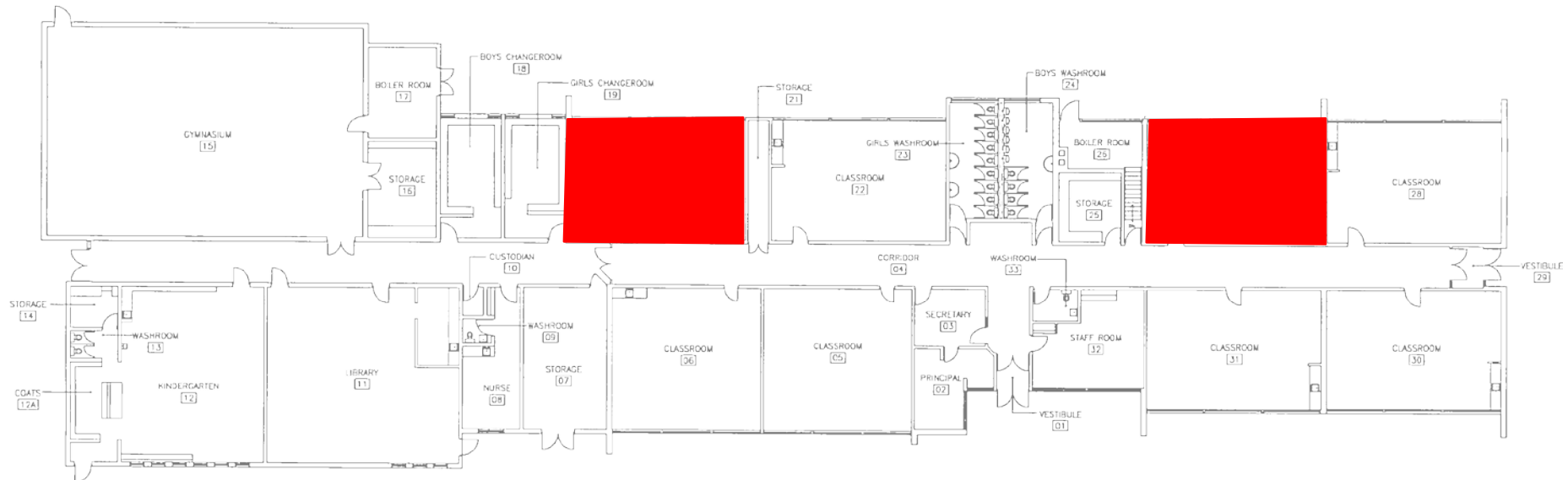
Contractors or non-site-specific staff **MUST** attend the main office and sign in. They must be made aware of the Notification of Risk Maps as appropriate. Access to areas of risk must be approved by the building administrator.


If you encounter aggressive situations taking place in the school, **DO NOT** intervene and contact the Main Office immediately.

Notification of Risk Map Example

A copy of this map will be posted in the Main Office in a binder and will be made available to central school board staff if they will be in contact with students.

This map will note locations where students who have a history of violence and are likely to expose one or more workers to physical injury are predominantly located. If you encounter aggressive situations taking place in the school do not intervene and contact the main office.



 Access to these areas is restricted to staff who work in those locations. Anyone requiring access to those locations, who does not work in those locations must have approval of the building administrator prior to entering.



Workplace Violence Investigation/Be Safe Plan Checklist

A student safety plan is a plan developed for a student whose behaviour is known to pose an ongoing risk to themselves, other students, workers or other people in general. It can serve as a crisis-response plan that outlines the roles and responsibilities of the workers in dealing with specific problem behaviours.

The development of a student safety plan involves all workers who work on an ongoing basis with a student, as well as parents and the representatives from any community agencies working with the student/ family (*Caring and Safe Schools in Ontario, 2010*). A student safety plan can be created for a student who is, or is not, receiving special education programs and services who meets the above criteria.

Workplace Violence in School Boards: A Guide to the Law, 2018

There are instances when a Student Safety Plan must be reviewed:

1. Start of the school year
2. New student
 - i. New student to the school
 - ii. New student to the school board
3. When there is a change in behaviour that could increase the potential for violence or aggression
4. Following any violent incident involving the student

Checklist to review a Student Safety Plan includes:


- Review the student's Ontario Student Record (OSR) to determine if a safety plan has previously been/is required. This is an important question to ask during transition planning or registration prior to the OSR arriving.
- Create/update the safety plan in LITE
- Determine if the existing intervention strategies are relevant, applicable and appropriate within the current school environment
- Determine possible methods to reduce or eliminate known triggers for the student
- Check that all communication devices are in working order (e.g. intercoms, walkie-talkies, cell phones or alert system)
- Establish and communicate the roles of staff members during an emergency/crisis
- Collaborate on the development of the safety plan by having all school staff contribute that work directly with the student
- Ensure that all school staff who have direct involvement with the student have read and signed the safety plan
- Consider an appropriate location to store the Student Safety Plan to facilitate appropriate information sharing, while also adhering to legislative requirements for privacy.
- All school staff that have regular and direct involvement with the student should rehearse the safety plan, at least once, after it is developed or updated
- Ensure that all school staff have the necessary Personal Protective Equipment (PPE), and have been trained on the care, use, maintenance and limitations of the PPE
- Procedures must be in place so that all staff have access to the safety plan, as needed, prior to working with the student (e.g. occasional staff and system staff may require this information)
- Ensure that data is being collected regularly to monitor if there is any change in behaviour that could increase the potential for violence or aggression
- Ensure that all school staff working with the student have current BMS training.
- Ensure the student and any relevant updates have been added to the Violence Awareness for School Staff and the information has been shared with all staff.




Violence Awareness for _____ School Staff
STUDENT

Purpose: The Occupational Health and Safety Act (OHSA) requires the principal/supervisor to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour, if the worker can be expected to encounter that person in the course of their work and the risk of workplace violence is likely to expose the worker to physical injury.(OHSA section 32.0.5(3))

DATE (YYYY-MM-DD)

Name:		Information, Precautions and Safety Measures
Grade:		STRENGTHS
Location:		TRIGGERS EARLY WARNIG SIGNS DO DO NOT

Important: Check the attendance list. If you supervise this student, you must also review and follow the Student Support Plan and/or Student Safety Plan. Contact the principal if the student support plan and/or student safety plan is not available.

Name:		Information, Precautions and Safety Measures
Grade:		STRENGTHS
Location:		TRIGGERS EARLY WARNIG SIGNS DO DO NOT

Important: Check the attendance list. If you supervise this student, you must also review and follow the Student Support Plan and/or Student Safety Plan. Contact the principal if the student support plan and/or student safety plan is not available.

HOW TO GET IMMEDIATE ASSISTANCE - IN CASE OF AN EMERGENCY

1. Call the office (e.g. PA system, two-way radio, phone)
2. Call for help - ask someone nearby to go to the office
3. If off school property, call 911 – Police

Private & Confidential - Personal information contained on this form must remain confidential and shall only be used for the purpose it was shared. Employees must ensure that all records containing personal and/or confidential information are kept secure and protected from unauthorized access and disclosure. Employees must report any privacy breaches to the principal/supervisor at that the time they become aware or suspect a breach may have occurred; as outlined in Privacy Breach Protocol AP 194.



Violence Awareness for _____ School Staff

*Insert the name of the school into the header.

Instruction Guide

Purpose: The Occupational Health and Safety Act (OHSA) requires the principal/supervisor to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour, if the worker can be expected to encounter that person in the course of their work and the risk of workplace violence is likely to expose the worker to physical injury.(OHSA section 32.0.5(3))

COMPLETING INFORMATION ABOUT A STUDENT

1 Add First and Last Name

Grade:


Location(s):

2 Add a photo; if not available, add a description:

- Gender
- Height
- Hair colour
- Eye colour
- Distinctive features

8 Do not edit this section

9 Do not edit the heading. Specify school procedures for calling for help, if different from what is listed.

<p>1 NAME:</p> <p>Jane Doe</p> <p>GRADE: 4</p> <p>LOCATION:</p> <p>Primary Hall, Room 104</p>	<p>2</p> 	<p>Information, Precautions and Safety Measures</p> <p>3 Strengths: oral communication</p> <p>4 Triggers: transition times, owning behaviour, being touched</p> <p>5 Early Warning Signs: raises voice, bangs desk with fist</p> <p>6 DO: increase space, call the office</p> <p>7 DO NOT: touch student or block door/path</p>
<p>8 Important: Check the attendance list. If you supervise this student you must also review and follow the Student Support Plan and/or Student Safety Plan. Contact the principal if the student support plan and/or student safety plan is not available.</p>		

9 **HOW TO GET IMMEDIATE ASSISTANCE - IN CASE OF AN EMERGENCY**

1. Call the office (e.g., PA system, two-way radio, phone).
2. Call for help (ask someone nearby to go to the office).
3. If off school property, call 911 – Police.

3 Add **Strengths** e.g.,

- oral communication
- eager to please

4 Add **Triggers** e.g.,

- Transition times
- Loud noises
- Being touched
- Owing behaviour

5 Add **Early Warning Signs** e.g.,

- Raised voice
- Pacing
- Throwing objects
- Red face
- Hitting self

6 Add **DO** e.g.,

- Increase proximity/space
- STOP talking
- Call Administration

7 Add **DO NOT** e.g.,

- Give verbal direction
- Touch student
- Take object
- Confrontational posture

Private & Confidential - Personal information contained on this form must remain confidential and shall only be used for the purpose it was shared. Employees must ensure that all records containing personal and/or confidential information are kept secure and protected from unauthorized access and disclosure. Employees must report any privacy breaches to the principal/supervisor at that the time they become aware or suspect a breach may have occurred, as outlined in Privacy Breach Protocol AP 194.