



**Section Three: Staff**

*“Together We Learn”*

**345R – VIOLENCE IN THE WORKPLACE  
(REGULATIONS)**

1. Violence is defined as the “attempted or actual exercise (by a person other than an employee) of any physical force causing injury to an employee” and includes any threatening statement/behaviour leaving an employee to reasonably believe that they are at risk of injury.
2. All employees shall be informed by their principal/supervisor of any known risks of violence that they may encounter while performing their duties.
3. Appropriate training shall be provided at the district and/or work site to enable employees to recognize potential risks of violence and how to take preventive measures.
4. All incidents of violence shall be responded to, with appropriate action taken to minimize or prevent a recurrence.
5. When an employee believes they are at risk due to an act or threat of violence, they shall:
  - 5.1 use whatever means necessary to escape from the situation;
  - 5.2 ensure, within reasonable limits, the safety of students under their supervision;
  - 5.3 report the incident on Form 345 to their principal/supervisor as soon as possible.
6. Upon receipt of a report, the principal/supervisor shall:
  - 6.1 ensure the employee(s) is no longer at risk;
  - 6.2 ensure, within reasonable limits, the safety of students under their supervision;
  - 6.3 if deemed necessary, report the incident to the local law enforcement authority, seeking appropriate assistance to eliminate the immediate risk;
  - 6.4 complete an investigation into the incident;
  - 6.5 file a written report on the appropriate form to the District Health and Safety Manager without delay; the District Health and Safety Manager will distribute copies to the Superintendent and appropriate Directors who will review the report and determine if recommendations should be made to the Superintendent.
  - 6.6 refer the employee(s) for post-incident trauma counselling.



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7. When, in the opinion of the principal/supervisor or employee involved, any threat of violence/violent act may result in potential hazard to any other employee/person, the principal shall advise the other person without delay. That person shall be informed of the nature of the potential hazard and the identity of the persons involved (if known).
8. When, in the opinion of the principal/supervisor or the employee, the potential for violence is imminent or a threat uttered is credible, the principal, the supervisor and employee shall determine whether the local police should be informed of the incident. In addition, the Superintendent or designate may determine that notification to the police is required and may do so after advising the employee(s) involved in the incident.
9. Final determination of response and/or action shall reside with the Superintendent or designate.

Date Agreed: November 13, 2002

Date Amended: December 13, 2006, May 25, 2011

Related Documents: 345R and WCB Regulations