



More than 356,000 violent incidents occurred in the workplace, with the majority (71%) being classified as physical assaults (Statistics Canada, 2007).

COMMUNICATION

Site Administrators and Supervisors must provide information to a worker about a risk of workplace violence from a person with a history of violent behaviour if the worker can expect to encounter that person in the course of work, and if the worker may be at risk of physical injury. Personal information may be disclosed, but only what is reasonably necessary to protect the worker from physical injury.

WORK REFUSAL

Workers have the right to refuse work if they have reason to believe they are in danger from workplace violence. Reprisals by the employer continue to be prohibited. Board employees who are governed by the Education Act have a limited right to refuse unsafe work, as they must be attentive to the wellbeing of their students at all times. Information about work refusals can be found in the **ALCDSB Health and Safety Policy & Procedure Manual** - Section 14.

EMERGENCY SITUATIONS

Site Administrators must ensure that their staff are properly trained on emergency response procedures. **Please Note:** if an imminent risk of physical violence exists, the site emergency plan must be initiated and employees should contact the local police if threat or actual violence occurs at a work site.

The Algonquin and Lakeshore Catholic District School Board is committed to providing a workplace free of Violence and Harassment.



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

151 Dairy Avenue, Napanee, Ontario
tel 613.354.2255 • www.alcdsb.on.ca
1.800.581.1116

PREPARED BY

Central Joint Occupational
Health and Safety Committee
151 Dairy Avenue, Napanee, Ontario

FOR ADDITIONAL
INFORMATION CONTACT

Wiebke Wilkens, OH&S Consultant
tel 613.546.9814 • wilkens@alcdsb.on.ca

BILL 168

A PRACTICAL GUIDE TO CREATING
A SAFE WORK ENVIRONMENT



*Making our Board the
Safest Place to Learn,
Work and Play In.*

WHAT IS...?

WORKPLACE VIOLENCE

- The exercise of physical force by a person against a worker, in a workplace, that causes physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

WORKPLACE HARASSMENT

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
- This may include bullying, teasing, intimidating or offensive jokes, innuendos, displaying or circulating offensive pictures or materials, and offensive or intimidating phone calls.

Did you know?

66% of violent workplace incidents were committed by someone known to the victim.

Physical assault is the most common type of violent workplace victimization.



POLICIES AND PROCEDURES

OUR BOARD HAS:

- Prepared policies with respect to workplace violence and workplace harassment;
- Developed and maintained programs to implement the policies; and
- Provided information and instruction to workers on the contents of these policies and programs.

These Policies and Administrative Procedures can be found on www.alcddb.on.ca

OUR WORKPLACE VIOLENCE & HARASSMENT PROGRAMS INCLUDE:

- Procedures for assessing the risks in the workplace and/or working conditions;
- Procedures for controlling the risks identified;
- A means for employees to summon immediate assistance when workplace violence occurred or is likely to occur; and
- On-going communication of the programs and assessment procedures.

DOMESTIC VIOLENCE IN THE WORKPLACE

Domestic violence is defined as threatening or extremely coercive behaviour perpetrated by one partner in a current or formerly intimate relationship on the other partner.

TYPES OF BEHAVIOUR MAY INCLUDE:

- Actual or threatened physical violence or harm;
- Stalking and other forms of intimidation;
- Threats or actual harm against others;
- Damaging, destroying or threatening with destruction of property; and
- Threats of or acted sexual assault.

Do not assume domestic abuse is a personal issue. Abuse may happen outside the workplace, and be non-work-related, but the impact on work, in terms of productivity and the safety of all employees is serious.

THE VICTIM MAY:

- Have bruising that cannot be explained;
- Miss work on a regular basis or seem sick more often;
- Be sad, lonely, withdrawn and afraid;
- Have trouble concentrating on a task; or
- Receive upsetting phone calls.

If you suspect that one of your co-workers may be a potential victim, contact Human Resources for assistance and guidance.