

# Toronto District School Board

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 Policy P072

Title: **WORKPLACE VIOLENCE PREVENTION**

Adopted: June 23, 2010

Effectuated: June 23, 2010

Revised: April 18, 2018; March 20, 2019; February 5, 2020

Reviewed: October 11, 2011; September 1, 2013; October 6, 2015;  
April 18, 2018; March 20, 2019; February 5, 2020; [insert new date]

Authorization: Board of Trustees

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## 1.0 RATIONALE

The Workplace Violence Prevention Policy (the “Policy”) affirms the Toronto District School Board’s (“TDSB”) commitment to providing a safe, nurturing, positive learning and working environment, free of workplace violence, where every individual is treated with dignity and respect.

This Policy complies with the Board’s obligations under the *Occupational Health and Safety Act* (“OHSA”) and is consistent with the Board’s Mission, Values and Goals Policy (P002) and Equity Policy (P037).

## 2.0 OBJECTIVE

- To establish the framework for the Board’s compliance with the *Occupational Health and Safety Act* related to workplace violence prevention; and
- To demonstrate the Board’s commitment in providing a work environment that is safe and free of workplace violence.

## 3.0 DEFINITIONS

*Board* is the Toronto District School Board, which is also referred to as the “TDSB”.

*Employer* is the Toronto District School Board and defined under the *Occupational Health and Safety Act* as a person who employs one or more employees or contracts for the services of one or more employees and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services;

*Employee* is any person included in the definition of “worker” under the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*, including, but not limited to regular, temporary, probationary employees, co-op students and contract employees.

*TDSB* is the Toronto District School Board, which is also referred to as the “Board.”

*Workplace* under the OHSA is any land, premises, location or thing at, upon, in or near which an employee works. For the purpose of this Policy, it also includes any place where employees perform work or work-related duties, activities or functions, but does not include a private residence and its related lands. Schools and school-related activities, such as extra-curricular activities and excursions comprise the workplace, as do Board offices and facilities (including eating, lounge/changing areas and vehicles used for work purposes or on work property). Conferences, workshops, training sessions and staff functions (e.g., staff parties, retirement celebrations) also fall within the scope of this Policy.

*Workplace Violence* under the OHSA is a) the exercise of physical force by a person against an employee, in a workplace that causes or could cause physical injury to the employee; b) an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and c) a statement or behaviour that is reasonable for an employee to interpret as a threat to exercise physical force against an employee in a workplace that could cause physical injury to the employee.

#### **4.0 RESPONSIBILITY**

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Business Operations and Service Excellence and Executive Officer, Facilities and Planning.

#### **5.0 APPLICATION AND SCOPE**

This Policy applies to all TDSB employees and Trustees.

The Policy also covers students, parents/guardians, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.

## **6.0 POLICY**

- 6.1. The Board believes in the prevention of workplace violence and is committed to promoting a violence-free workplace in which all people respect one another and work together to achieve common goals.
- 6.2. The Board will take every precaution reasonable in the circumstances for the protection of an employee in accordance with its duties and responsibilities as outlined in the *Occupational Health and Safety Act* and corresponding regulations.
- 6.3. The Board will make every reasonable effort to ensure that all steps are taken to protect employees from workplace violence through the implementation of workplace violence procedures and programs which include measures for summoning immediate assistance when violence occurs or is likely to occur, requirements for incident reporting and investigation, reduction of violent incidents and risk assessment, prevention and control measures, communication and system training.
- 6.4. The Board will ensure that this Policy is posted in conspicuous workplace locations and made available on the TDSB's website for all employees, and that all employees receive information and instruction about violence in the workplace.
- 6.5. The Board will ensure that employees of the TDSB do not experience reprisal as a result of incident reporting, in accordance with the *Occupational Health and Safety Act*.

## **7.0 SPECIFIC DIRECTIVES**

The Director of Education has authority to issue operational procedures to implement this Policy.

## **8.0 EVALUATION**

This Policy will be reviewed annually, in accordance with the *Occupational Health and Safety Act*.

## **9.0 APPENDICES**

N/A

## 10.0 REFERENCE DOCUMENTS

### Legislative Acts and Regulations:

- *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- *Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A*

### Policies:

- Equity Policy (P037)
- Mission, Values and Goals (P002)
- Health and Safety Guidelines (Workplace Violence):
  - Domestic Violence Administration
  - Handling Cash
  - Home Visits by TDSB Staff
  - Risk Reduction for Staff
  - Community Outings/Field Trips
  - Work Refusal