

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 400 - STAFF PERSONNEL

R 405	EMPLOYMENT CONDITIONS
R 405.2	Protection of Employees from Violence in the Work Place

This Regulation specifies the definition and procedures required to support the policy for the protection of employees from violence. Where employees are covered under the jurisdiction of a collective agreement and the related terms dealing with violence in the workplace differ from that outlined in this Policy, the collective agreement terms shall take precedence and be followed. The Violent Incident Report procedures and form comprise the Administrative Procedures.

1. The definition of violence for the purposes of the Policy and regulation is:
 - 1.1 the attempted or actual exercise by a person, of any physical force so as to cause injury to the employee.
 - 1.2 any threatening statement or behaviour which gives an employee reasonable cause to believe that the employee is at risk of physical injury.
2. All employees shall be informed of known risks of violence that may result from their employment with the Board.
3. Appropriate training shall be provided to enable employees to recognize risks of violence and to enable them to take appropriate preventive measures.
4. All incidents of violence or threats of violence shall be reported and recorded by use of the Violent Incident Report Form.
5. When supervisors/administrators receive a report of violence, they shall document any actions taken in response.
6. In more serious cases, post-incident counselling through the District Employee and Family Assistance program shall be available for the employees involved.