

RISK ASSESSMENTS

A number of factors may contribute to the occurrence of workplace violence including;

Workplace Location - risk of workplace violence occurring due to the nature of the community in which the workplace is located, off site locations, working alone or in isolated areas, physical attributes of the workplace, areas on the periphery of the workplace (parking lots, portables), entry controls or use of the workplace by non-workers.

General Workplace – workplace violence occurring due to the characteristics of the general population including staff, students, parents and the general public.

Specific Workplace - workplace violence occurring due to individual students, staff, parent or clients who individually create a specific risk of workplace violence.

Handling Money – risk of workplace violence occurring due to the handling of money arising from fundraising activities, school photos, trips, charitable donations, staff funds, school site fees or registration fees.

RATING SCALE

The below rating scale is provided to determine the likelihood of violence in the workplace and assist in deciding those controls. The scale relies on a combination of frequency and severity.

Low – One or more potential risks which rarely place a worker at risk of workplace violence, and/or the risk is minimal. The risk of workplace violence is not related to a normal part of the work routine, and /or there is minimal potential for intervention or first aid to be required.

Moderate - One or more potential risks of workplace violence which may occasionally place a worker at risk of workplace violence, and/or the risk of workplace violence is possible. The risk of workplace violence may be related to a normal part of the work routine on an infrequent basis, and/or there is moderate potential for intervention, or first aid or medical aid to be required.

High - One or more potential risks of workplace violence which may regularly place a worker at risk of workplace violence, and/or the risk of workplace violence is related to a normal part of the work routine on a regular basis, and/or there is a high potential for intervention(s), or medical aid to be required.

SUMMONING ASSISTANCE

SCHOOL-WIDE P.A. SYSTEM

<i>Strengths</i>	Immediate school-wide communication
<i>Weaknesses</i>	May not be heard in noisy areas / One way communication / Restricts type of information communicated

CLASSROOM P.A. SYSTEM

<i>Strengths</i>	Direct link to main office / Simple usage
<i>Weaknesses</i>	Requires someone in the office / Fixed location in class means staff may not be able to access / Useful inside the building only

INDIVIDUAL CELL PHONE

<i>Strengths</i>	Fast one-to-one communication / Can be used at most locations / Has text option / Can be used for variety of messages / Few range limitations
<i>Weaknesses</i>	Requires recipient to be available / Signal strength may be poor / If being attacked – not enough time to dial

2-WAY RADIO (WALKIE-TALKIE)

<i>Strengths</i>	Almost instant / One button use / Voice or signal communication / can warn numerous recipients / Used for a variety of messages / Few weak spots within range
<i>Weaknesses</i>	Requires constant charging and staffing / No 9-1-1 component

WORK REFUSALS

All workers have the right to refuse to work when they have reason to believe their health or safety is in danger. The limited right of teachers to refuse work remains. A teacher cannot refuse to work as per *O.Reg. 857*, if the circumstances are such that the life, health or safety of a pupil is in imminent jeopardy.

The Occupational Health & Safety Act describes specific steps a must follow in a work refusal.

A worker must notify his/her Supervisor if he or she is refusing to do work. If a worker indicates he/she is refusing to work, the Supervisor needs to determine if the work refusal meets the criteria defined by section 43(3) of the *Occupational Health & Safety Act*.

A worker may refuse to work or do particular work with respect to workplace violence if he or she has reason to believe that workplace violence is likely to endanger the safety of himself or herself.

Work Refusal Steps

If the nature of the work refusal meets the requirements of section 43(3) the Supervisor must:

1. Immediately contact the Coordinator of Health and Safety and indicate you are dealing with a work refusal. The Coordinator of Health and Safety will inform the appropriate Joint Health and Safety Representative who will investigate along with the Supervisor without delay.
2. Document the work refusal including, but not limited to, the worker's complaint, time, date, relevant information, and any outcome of the refusal.
3. Notify the appropriate Superintendent of Schools
4. Take the necessary steps to ensure the safety of students and employees.
5. Pending the investigation the worker (complainant) must stay in a safe place and be available to the investigator. The worker will be assigned other work while the work refusal is being investigated. If another worker is asked to work in the worker/complainant's place, the worker shall be informed of the nature of the work refusal. If the nature of the work refusal does NOT meet the requirement that the workplace violence is likely to endanger himself or herself, then this incident does not constitute a

legitimate work refusal situation, in which case, the worker (complainant) should be informed that it was not a proper workplace violence work refusal and be instructed to return to work.

If the worker engaged in a workplace violence work refusal that meets the requirements of workplace violence is likely to endanger himself or herself, then steps should be taken to rectify the situation so that it is deemed safe to return to work. Once the steps are taken, the worker (complainant) should be informed of the steps taken and directed to return to the work area. If the worker continues to refuse to work, the NCDSB / appropriate union / association representative from the Joint Health and Safety Committee, or the worker should contact the Ministry of Labour.

RECORDS

All correspondence and other documents generated under this Procedure must, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, be marked "PRIVATE AND/OR CONFIDENTIAL" and be stored in a secure file in the Human Resources Department.