

Canadian Union of Public Employees

# Steps for Conducting a Violence Risk Assessment in K-12 for Education Assistants

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Nothing in this Guide should be construed as legal advice or advocacy. The information provided is for general education purposes only and is subject to ongoing change and revision.

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This sample **Violence Risk Assessment Plan** has been developed by CUPE in order to assist CUPE Locals in the K-12 sector address violence against Education Assistants (“EAs”).

**1. Preparation:**

- A. Meet with affected Parties – employer i.e. management, employees, Occupational Health & Safety Committee
- B. Develop a Violence Sub-Committee
- C. Roles and duties of the Violence Sub-Committee:
  - (i) What information is required?
  - (ii) How it will be collected?
  - (iii) What short term and long term measurable objectives and goals will be set?
  - (iv) Develop timelines for each goal along with who is responsible from both the Sub-Committee and main OH&S Committee
  - (v) Develop a reporting procedure / protocol to the main OH&S Committee
  - (vi) Set a schedule of regular meetings for the Committee

Action Plan for implementing the roles and duties of the Violence Sub-Committee:

- (i) Information Collection – what is needed:
  - 1. Previous claim experience in the workplace
  - 2. Close calls
  - 3. Injuries
  - 4. Incident / Accident Report data
  - 5. What is the school layout
  - 6. What is the reporting structure
  - 7. Have roles and responsibilities been clarified
  - 8. Who are the clients
- (ii) How will it be collected:
  - 1. Interviews (See Appendix B)
  - 2. Documentation
  - 3. Phone calls

Note: when gathering information you must take into account privacy considerations, and related laws

- (iii) What measurable goals are required to reduce the incidence and severity of injuries in one (1) year and a three (3) year period. There should be three to five goals for each time frame. Prioritize the goals.
- (iv) Set time frames for review and implementation of each goal along with who is responsible.
- (v) How will the information be relayed back to the main OH&S Committee? By written reports? Joint meetings? Verbal reports? How often i.e. quarterly?

**2. Creating the Initial Report – what does the Violence Sub-Committee report look like (See Appendix A):**

- A. Enter the information from 1,(C),(i),(ii),(iii) on the Hazard / Risk Control Table.
- B. For single worksite, complete the Overview report.
- C. For multiple worksites, complete a separate Hazard / Risk Control Table for any common issues.

**3. Addressing Risks and Hazards – what role and responsibilities does the Violence Sub-Committee have:**

- A. Write an action plan to address risks and hazards via the short term and long term goals.
- B. Refer the action plan to the main OH&S Committee for implementation.
- C. Confirm who is responsible from each committee to review the status of the action plans and implementation of the goals.

**4. Follow-Up:**

- A. Implement a follow-up plan with specific dates and persons who are accountable for both the Violence Sub-Committee and the main OH&S Committee.
- B. What is the plan in the event of an emergency i.e. an assault?

Appendix A:



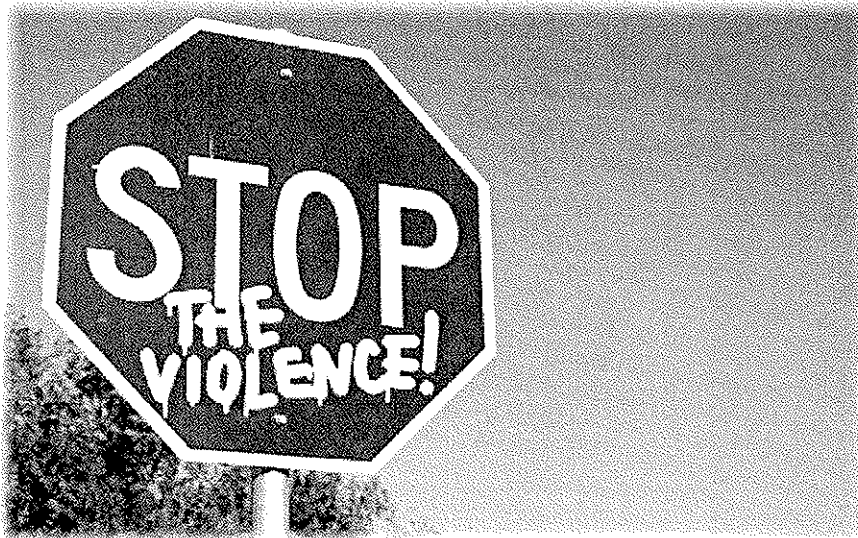
***CUPE values workplaces that embody safe learning experiences for both students and employees. Such places must be free of violence.***

## Violence Sub-Committee Report Table

This table is an overview of key findings in the Violence Sub-Committee report:

What is the Hazard or Risk?	Amount of risk associated with the hazard: <i>High</i> <i>Medium</i> <i>Low</i>	Short Term Goals to reduce hazard ("Controls")	Time frame for implementation	Long Term goals to reduce hazard ("Controls")	Time frame for implementation

Appendix B:



***CUPE takes violence and any other type of threat to employee safety very seriously.***

## **Workplace Violence Risk Assessment Questionnaire**

This questionnaire has been designed to assist in conducting a *Workplace Violence Risk Assessment*.

All information provided on this form is anonymous and the employees are not required to provide their name nor should they. Student names should not be entered.

*Please report all safety issues to the employer immediately and ensure the Union is also aware of these. Document all safety issues thoroughly.*

**Please fill in the information where applicable. Your response to any questions is optional.**

**Employee Profile:**

A. What is your current position?

B. What is your regular worksite? List all schools you work in.

C. How long have you been employed in your current position?

D. What is your age?

**Workplace Violence:**

BC Occupational Health and Safety Regulation Definition 4.27

*"The attempt or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at*

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*risk of injury. A threat against a worker’s family may be considered a threat to the employee where the threat rises out of the course of the worker’s employment.”*

1. Have you experienced verbal or physical violence since your employment in this particular location?

2. If “yes”, please answer the questions below:

**How many times in the LAST 2 YEARS have you experienced the following?**

<b>A) Verbal Abuse</b>	0	1 to 5	6 to 10	11 to 20	more than 21	# _____
<b>B) Verbal Threats</b> <i>(where you DID NOT feel at risk of injury)</i>	0	1 to 5	6 to 10	11 to 20	more than 21	# _____
<b>C) Serious Verbal or Physical Threats</b> <i>(where you DID feel at risk of injury)</i>	0	1 to 5	6 to 10	11 to 20	more than 21	# _____
<b>D) Physical Violence</b>	0	1 to 5	6 to 10	11 to 20	more than 21	# _____

3. Please give a brief description of the incident:



4. If you experienced **SERIOUS VERBAL THREATS** and **ACTUAL PHYSICAL VIOLENCE**, please answer the following questions:

(i) Did you report the incident(s)?

(ii) If "yes" to (i), how was it reported?

(iii) If "yes" to (i), to who was it reported?

(iv) If "no," why was it not reported?

5. Was the incident in No. 3 acted upon or remedied?

6. How?

7. Were you satisfied with the remedy?

8. Why or why not?

9. Was there a written procedure to report violence at the time of the incident?

10. Is there one now?

11. Do you know how to report an incident or violence now?

12. Do you currently feel at risk for violence in the workplace?

13. Why?

14. Have you received training on how to deal with violence in the workplace?

15. If "yes" to No. 14, when?

16. Do you have any recommendations or comments regarding violence in the workplace?  
Please elaborate:

***Thank you for taking the time to fill  
out this questionnaire!***

