

Violence in the Workplace: K-12

Section 4.27 of WorkSafe BC OH&S Regulations defines **Violence** as “the attempted 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 behaviour which gives the worker reasonable cause to believe that they are at risk of injury.”

Did you know?

- Employers are obligated to provide you with a safe and healthy working environment.
- Employers must ensure that workers are adequately trained (CPI).
- Employees have a right to refuse unsafe work.
- Site Safety Committees are to review all injury and violent incident reports
- School board employees are legally obligated to report student incidents – including violent incidents.
- There are four types of Violent Incidents:
 1. Student to Staff
 2. Parent/Community to Staff
 3. Staff to Staff
 4. Student to Student

Student to Staff

Violent Incident: verbal threat, physical gesture (clenched fist), bite, scratch, pinch, grab, push/pull, kick, slap, punch, spit at/on, chinned, head-butt, or any other incident you perceive to be violent.

Report Violent Incident to:

1. Administrator (Principal/Vice-Principal) or Site Supervisor
2. First Aid Attendant
3. Site OH&S Representative

*It is advisable to **see your doctor** – not all injuries are physical or immediately noticeable.*

You must fill in your school district Violent Incident Form and, if injured, your Injury Report.

Follow your school district procedures to submit forms (eg. fax form to WorkSafe BC, District OH&S Manager, Student Services Manager, Site Committee, Superintendant or designate.)

Make a copy for your records.

Your safety is important.

Speak with your principal about what additional measures can be put in place to protect you. Contact your CUPE Local for support.

If incidents of workplace violence continue to happen, keep reporting every incident (even several times a day!)

Remember you have a right to refuse unsafe work!

Links

WorkSafeBC: www.worksafebc.com

Download a pdf on the right to refuse unsafe work and information on bullying and harassment. Use the search menu and type in “refuse unsafe work” or “bullying and harassment.”

Crisis Prevention: <http://www.crisisprevention.com/About-CPI>

School Act: go to www.gov.bc.ca and type “School Act” in the search menu or: <http://bit.ly/1R7iJAH>

Steps for Conducting a Violence Risk Assessment in K-12 for Education Assistants: <http://bit.ly/1U3V4Yt>

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Parent/ Community to Staff

Physical violence is not the only form of abusive behaviour. Abuse can also include talking down to others, being rude, being offensive or insulting, and making racist or other inappropriate comments.

NO form of abuse is acceptable. If someone is being abusive:

1. Ensure your own safety.
2. Tell the person to stop. Do this right away, before the behavior continues.
3. Tell the person why the behaviour is inappropriate. If the abuse continues, ask the person to leave.
4. Seek assistance if necessary.

Report Incident to:

1. Administrator (Principal/Vice-Principal)
2. First Aid Attendant (if injured)
3. Site OH&S Representative

*It is advisable to **see your doctor** – not all injuries are physical or immediately noticeable.*

You might need to report to your local police department – check with your administrator.

You must fill in your school district Violent Incident Form and, if injured, your Injury Report.

Follow your school district procedures to submit forms (eg. Fax form to Worksafe, District OH&S Manager, Student Services Manager, Site Committee, Superintendent or designate)

Make a copy for your records.

Your safety is important.

Speak with your principal about what additional measures can be put in place to protect you. Contact your CUPE Local for support.

If incidents of workplace violence continue to happen, keep reporting every incident (even several times a day!)

Remember you have a right to refuse unsafe work!

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Staff to Staff

Report Violent Incident to:

1. Administrator (Principal/Vice-Principal) or Site Supervisor
2. Union Representative

Follow your school district or Collective Agreement process.

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Student to Student

Do not get in between two fighting students.

Use direct verbal commands to stop a brewing or actual fight.

Disperse any crowd surrounding an altercation.

Work in teams to separate combatants if necessary.

Take the combatants to separate areas as soon as possible.

Follow your school's reporting procedures/protocols (ie., contact school administrator, fill in school behavioural form, etc.)

Violence Prevention Checklist

1. Does the student have a history of violence?
2. Has a Risk Assessment been done on that student?
3. Does the student have a behaviour plan and have you read it?
4. Is there a Safety Plan in place and have you read and signed it?
5. Do you know the process for reporting a violent Incident?
6. Do you know the process for reporting a workplace injury?
7. Do you know how to refuse unsafe work and the process?
8. Are you working alone and, if so, who knows about it?
9. If so, who is the back up and how are you going to reach them?
10. If involved in a violent incident, do you know your rights?
11. If involved in a violent incident, you should know your rights. If you have questions, contact your union rep.