POLICY: Workplace Violence Prevention			# 829
SECTION: 800 : Personnel and Employee Matters		Page 1	of 5
APPROVAL/REVISION DATE: January 20, 2026	EFFECTIVE DATE: January 21, 2026	REVIEW DATE: January 20, 2027	

CROSS REFERENCE:

Workplace Violence Prevention Program
Workplace Violence Prevention – Administrative Procedures
402: Access to Board Property
710: Student Relations
715: Staff Incident Report
721: Bullying Prevention
724: Behaviour Success & Physical Intervention
815: Employee Assistance Program
820: Workplace Harassment
821: Board Personnel Code of Conduct
829: Workplace Violence Prevention
1003: State of Emergency
1008: Health and SafetySA-18 Excluding Students With Special Needs 2025.pdf
1012: Tragic Events Intervention
Criminal Code of Canada, Ontario Occupational Health and Safety Act, The Education Act and Regulations, Ontario Human Rights Code, Accepting School Act, 2012 (Bill 13), Education Amendment Act (Progressive Discipline and School Safety), 2007

A:. POLICY

1 1.1 The Thunder Bay Catholic District School Board recognizes that violence and threat of violence are a serious hazard to its employees and is committed to preventing and controlling such risks in its workplace. This includes situations where an employee may be exposed to domestic violence while at work. To this end a programme has been established which includes requirements for incident reporting, risk assessment, control measures, communication and training.

1.2 As part of the internal responsibility system, individuals engaging in unsafe activity will be held accountable for their actions. This, together with Safe Schools legislation, means that violent and potentially violent activity will be investigated by the Thunder Bay Catholic District School Board and will be acted upon in a manner that protects members of the school community in the workplace. Violent behaviour and behaviour which increases the risk of violence in the workplace will not be tolerated in any form or from any party.

B. DEFINITION

2 2.1 The Thunder Bay Catholic District School Board defines workplace violence as:

2.1.1 the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

2.1.2 an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

2.1.3 a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2.2 The "Workplace" is any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as extra-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

2.3 Domestic violence is understood to be a pattern of behaviour used by one person to gain power and control over another person with whom he/she has or has had an intimate relationship. This pattern of behaviour may include physical violence, sexual, emotional, and

psychological intimidation, verbal abuse, stalking, and using electronic devices to harass and control.

C. GUIDING PRINCIPLES

3 3.1 The Thunder Bay Catholic District School Board shall support and endorse the provision of a safe, secure and orderly environment in which people work in an atmosphere of mutual respect in accordance with the Board's Mission, Vision and Goals.

3.2 The Board shall not tolerate workplace violence on Board property, on school buses, or at Board sponsored programs or events.

3.3 This policy applies to all members of the Board community, including but not limited to, trustees, students, employees, and other users, such as members of consultative committees, clients of the Board, parents/guardians, volunteers, permit holders, contractors and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers workplace violence by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.

3.4 This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

D. SPECIFIC DIRECTIVES

4 4.1 Information and Instruction with Respect to Workplace Violence

(a) The Board will provide an employee with,
   i. Information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
   ii. Any other information or instruction prescribed by applicable legislation.

(b) The Board shall provide information to an employee, including personal information, where that information relates to a risk of workplace violence from a person with a history of violent behaviour if,

i. The employee can be expected to encounter that person in the course of his or her work; and if

ii. The risk of workplace violence is likely to expose the employee to physical injury.

(c) The Board will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

4.2 Domestic Violence

(a) If the Board becomes aware or suspects that domestic violence is likely to expose an employee to physical injury that may occur in the workplace, the Board will take every reasonable precaution to protect the employee.

4.3 Assessment of the Risks of Workplace Violence

(a) The Board will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

(b) The Board will reassess the risks of workplace violence annually or as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.

(c) The assessments and reassessments shall take into account,

i. Circumstances that would be common to similar workplaces;

ii. Circumstances specific to the workplace; and

iii. Any other elements prescribed by legislation.

(d) The Board shall advise the Central Joint Occupational Health and Safety Committee and School Joint Health and Safety Committees of the results of the assessments/reassessments in accordance with the Occupational Health and Safety Act and its regulations.

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4.4 Program to Implement the Policy with Respect to Workplace Violence

(a) The Board will develop and maintain a program to implement the Violence Prevention in the Workplace Policy that complies with the requirements of the Occupational Health and Safety Act and its regulations.

(b) The program will,

i. Include measures and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 4.3, as likely to expose an employee to physical injury;

ii. Include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;

iii. Include measures that employees must take and procedures that they must follow to report incidents of workplace violence to the Board or their supervisor; and

iv. Set out how the Board will investigate and deal with incidents or complaints of workplace violence.

4.5 Posting of the Policy0

(a) The policy concerning workplace violence will be posted on the Health and Safety Board and on the Board's intranet site.

E. RESPONSIBILITIES FOR IMPLEMENTATION

5 5.1 The Director of Education shall implement, maintain and monitor the Workplace Violence Prevention Policy, and develop and maintain programs in accordance with the Ontario Occupational Health and Safety Act to help minimize the risk of violence in the workplace.

5.2 Managers and supervisors are responsible for ensuring the workplace is safe and workers are protected from hazards. To this end, they must, on behalf of the employer, implement the Workplace Violence Prevention Program. This includes recognizing and communicating to others where hazards related to violence may exist, immediately investigating incidents and establishing measures to prevent recurrences.

5.3 Employees are responsible for reporting any hazard, which includes potentially violent circumstances of which he/she is aware. Employees are also responsible for cooperating in investigations and participating in associated training.

F. REVIEW AND EVALUATION

6 6.1 The Central Joint Occupational Health and Safety Committee will review the policy and program in accordance with the Board's policy review process, as often as is necessary, and at least once annually. Proposed revisions of this policy will be brought forward to the Board of Trustees for review and approval.