

FAQ

Who is responsible for prevention of workplace violence in the school?

Everyone in the workplace including the employers, supervisors and all education workers, share the responsibility in prevention of workplace violence. Together, they must be committed to their workplace violence prevention program. In other words, each person needs to follow their school board's policies and procedures respective to their roles while supporting the internal responsibility system (IRS).

Why use this *Workplace Violence Risk Assessment Toolkit*?

This toolkit provides a variety of tools, including the *Violence Risk Assessment Tool*, which are designed to help education workers identify potential concerns or risks in their workplace. Consider the following situations:

1 - A non-identified student (e.g. a FDK student) arrives at school and presents a risk of violence; or

2 - An identified student shows up at the school and the in-house capacity to safely support staff and students is in question.

Why would one use the *Overview Diagram*?

The overview diagram acts as a map, guiding each member of the school team to document awareness, execute their individual legislated responsibility and facilitate communication and resolution.

When would one use the *Behaviours Observed Checklist*?

Should a person being taught or supported become unpredictable, emotional, impulsive and/or withdrawn, it is recommended to document what is being observed using the *Behaviours Observed Checklist* and to communicate, as necessary with one's co-workers and/or the school team.

When should one use the *Violence Risk Assessment Tool* to conduct a risk assessment/reassessment?

Whenever the nature of the workplace, the type of work or the conditions of the work expose a worker to the potential of violence, hazards, an assessment/reassessment of the risks shall be completed (*OHS*A s. 32.0.3).

In other words, risk reassessments are recommended to be done as often as needed. For example - at the start of the school year/semester, when there are transitions throughout the school year and/or subsequently after incidents of violence.

This assessment tool is designed to save time and to support the school board's workplace violence policy and program.

Who needs access to the risk assessment?

All parties involved. The risk assessment tool needs to be accessible to those involved with education programs, school locations and specific students.

What is recommended to be done, if there is a change to a student's behavior and the original safety plan no longer applies?

The school team should meet, discuss and work together to evaluate this student's behavior and revise the safety plan, as needed. Remember a safety plan by itself is not a risk assessment under *OHSA*.

Can one risk assessment be conducted and used for multiple worksites?

A risk assessment should be specific to the workplace even though a similar type of work may be performed in the multiple worksites in that one school board. The risk assessment needs to consider the nature of the workplace and the conditions of work. Each worksite should be assessed for its own unique risks in addition to any of the common risks.

Is the *Safety Alert Summary* a tool to be used by all?

This is a tool designed to facilitate the *provision of information* [the right to know *OHSA* s. 32.0.5(3)] to those workers who don't work directly with the specific student (i.e. itinerant teacher, custodial maintenance person, visiting facilities personnel, administrative and/or support worker). It is not mandatory to use, but doing so will help reduce the risk associated with identified hazards of violence.