

**York Catholic District School Board**

**PROCEDURE:  
WORKPLACE VIOLENCE**

**Addendum to Policy 427: Workplace Violence**

Effective: March 30, 2022

## PURPOSE

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### 3. Reporting

- 3.1 Employees must report incidents of workplace violence immediately through the online incident reporting tool, and to the School Administrator/Department Manager/Supervisor.
- 3.2 If the situation presents an emergency, the School Administrator/ Department Manager/ Supervisor will immediately contact York Region Emergency Services (911) and the Superintendent of the School, who will then inform the Health and Safety Officer (See Appendix A).
- 3.3 The Health & Safety Officer will notify the Joint Health & Safety Committee Certified Worker Member and affiliated unions of all workplace violence incidents.
- 3.4 The Ministry of Labour shall be contacted by the Health & Safety Officer under any of the following circumstances:

3.4.1 In the event of a critical injury or death related to workplace violence. Within

every 24 hours, the report will be provided to the Health and Safety Officer (H&SO) by

circumstances that include:

- 3.4.1 by a person who has been injured or killed by a violent act or threat of violence.



reasonable alternative work to the worker. The alternate work is not to be reprisal for initiating a work refusal.

- 6.11 Upon the arrival of the Ministry of Labour Inspector, the participants of the initial investigation is to be readily available to participate in the Inspector's investigation.
- 6.12 The Inspector makes a decision based upon the investigation and issues a report, which the Health and Safety Officer distributes to all of the participants.
- 6.13 If the Inspector deems the situation to be "not likely to endanger", the Inspector will direct the worker to return to work and issue a report fc1ef ( )11.3 (f)-7997", par]TJ 0 Tcy8pain

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### Workplace Violence – Incident Reporting Flow Chart

