



WORKPLACE VIOLENT INCIDENT PROCEDURES
Roles & Responsibilities

September 2007

EMPLOYEE:

What do I do if I am involved in an incident of violence at work?

1. Complete the **Workplace Violent Incident Report** form (WVIR).
2. Provide the WVIR form to the Principal/Supervisor.

INJURED?

Then . . .



3. Complete the **Employee/Injury Accident Form** or **WCB Form 6A** if any of the following apply:
 - You have an injury at work which causes you to lose time from work; and/or
 - You sustain an injury and seek medical attention from a health care practitioner (doctor, chiropractor); and/or
 - The injury or accident resulted in the breakage of prosthesis, eyeglasses, dentures or hearing aid.
4. Fax Section A of the Employee/Injury Accident form or WCB 6A Form to the Disability Management Institute (DMI) at 1-866-963-9994. Based on the information provided, DMI will submit a WCB claim (an **Employer's Report of Injury, Form 7**) on your behalf.
5. Submit the completed **Employee Injury/Accident Report** form or **WCB 6A form** to your immediate supervisor.
6. If you have any questions about your injury claim, please phone DMI directly toll free at 1-866-963-9995.



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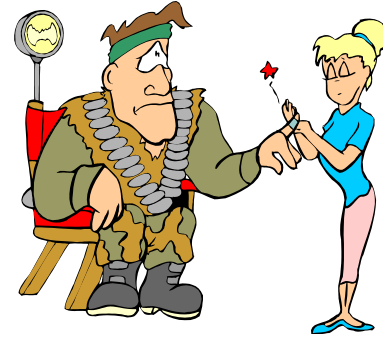
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PRINCIPAL or SITE SUPERVISOR:

As Principal or Site Supervisor, what do I do if an employee is involved in an incident of violence at work?

1. Take **IMMEDIATE** action as required:

- **Reduce risk for further incident or injury**
- **Ensure First Aid is provided**
- **Activate Crisis Management procedures as appropriate**



2. Obtain the completed **Workplace Violent Incident Report** form from the employee.

3. If an employee was injured in the event, obtain a copy of the employee's completed **Employee/Injury Accident Report** form.

4. Provide a copy of the **completed WVIR form** (as indicated on the bottom of the form), for information, to:

- School/Site Health & Safety Committee – White
- Student File (if a student is involved) – Green
- Employee's Personnel File, School District Office – Yellow
- Student Services, School District Office – Pink
- School Based Team (if a student is involved) - Copy
- District Health & Safety Committee, Roy Paul, Maintenance Department – Copy
- Fax to Disability Management Institute (DMI) 1-866-963-9994

5. a) Initiate an investigation, with the School Site Health & Safety Committee, of the circumstances and complete the **Investigation Report** form.

b) The Principal must initiate or review the Safety Plan using District Template.

6. Confirm corrective measures with School/Site Health & Safety Committee &/or the School Based Team. (If unresolved please contact Student Services.)

7. Provide a copy of the **completed Investigation Report** form, for information to:

- School/Site Health & Safety Committee
- District Health & Safety Committee, Roy Paul, Maintenance Department - Copy
- School Based Team, if needed
- Fax to Disability Management Institute (DMI) 1-866-963-9994

8. Review the incident with the employee to confirm the resolution is acceptable.



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SCHOOL/SITE HEALTH and SAFETY COMMITTEE:

As a School/Site Health and Safety Committee, what do we do if an employee is involved in an adult related incident of violence at work?

1. Review the **Workplace Violent Incident Report** form (WVIR).
2. If student related refer case to School Based Team.
3. Make recommendations to appropriate staff and/or to the appropriate School District departments.
4. Review or develop Safety Plan to prevent further incidents.



SCHOOL BASED TEAM

As a School Based Team, what do we do if an employee is involved in a student-related incident of violence at work?

1. Review the Workplace Violent Incident Report (WVIR).
2. Develop, review or revise the current Safety Plan to prevent further incidents.
3. Identify staff training needs.
4. Plan for follow-up meeting to monitor the Safety Plan.
5. Ensure adequate documentation.



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DISTRICT HEALTH and SAFETY COMMITTEE:

As the District Health and Safety Committee what do we do?

1. Review summary of incidents and accidents as presented in the monthly District Summary provided by DMI.
2. Identify trends that may require further action such as training, referral to internal staff or external agencies for assistance.
3. Monitor that the incident and accident reports are being submitted.
4. Monitor that the incident and accident investigations are being completed.
5. Provide assistance to the School Site Health and Safety Committee if items are referred.
6. Distribute information to all School/Site Health and Safety Committees that would help to reduce risk of further incidents or injuries.

