
ADMINISTRATIVE PROCEDURE 460 REPORTING INCIDENTS OF VIOLENCE

The purpose of this procedure is to outline the District's prevention, response and reporting procedures that address workplace violence, as required by WorkSafe BC regulation. Workplace violence is not accepted nor tolerated.

Roles and Responsibilities

- School District:
 - Ensure that workplace violence response procedures and work arrangements are established and implemented.
 - As necessary ensure that site-based teams receive assistance to support them at their site.
- Supervisor (Principal/Manager):
 - Review submitted workplace violent incident reports.
 - Complete a workplace violence risk assessment.
 - Ensure that workers have been made aware of the workplace violence prevention practices including information when working with a person with a history of violence.
- Worker:
 - Report all instances of workplace violence.
 - Participate in workplace violence information, instruction, or training opportunities.
 - Follow safe work instructions and give feedback where deviation from the instructions are necessary.

Procedures to Address Workplace Violent Incidents

1. When an incident of workplace violence directed towards a worker occurs, the following steps must be followed:
 - a. Affected worker reports the incident to the supervisor.
 - b. Supervisor initiates an investigation.
 - c. Supervisor leads the response planning. This can include the creation, or review and updating of response plans and/or safe work instructions. The investigation consists of completing the review section of the violent incident report and a workplace violence risk assessment.
2. Action taken to resolve reported incidents should be made known to the affected worker as soon as possible.
3. Completed violent incident reports should be sent to the School District Health and Safety Manager.
4. Summary information from violent incident reports should be recorded. Information recorded should include: date, time, type of incident, source (ie, student, staff members,

Related Legislation: Nil

Cross Refs: WCB Regulation, Student Behaviour Policy, Safe Schools Policy, Weapons Policy

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parent, etc.), and the action taken by the subject. Data collected will be analysed by the District Health and Safety manager on an ongoing basis and aggregate data will be provided to the district safety committee each month the committee meets.

5. Summary information should also be taken on sources of violence. This information will be shared by the District Health and Safety manager to Student Services in order to advise principals, managers and other staff as necessary, of past incidents and to consider additional supports and interventions.
6. Where the perpetrator of violence is a member of the public, whether known or unknown, violent incident reports should be referred to police when intent to harm is evident.

Internal Documents

- [Workplace Violence Response \(Program Manual\)](#)