

Toronto District School Board

Policy P072

Title: **WORKPLACE VIOLENCE PREVENTION**

Adopted: June 23, 2010
Effectuated: June 23, 2010
Revised: April 18, 2018; March 20, 2019; February 5, 2020; May 26, 2021;
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February 2, 2022*; March 8, 2023*; **October 9, 2024**
Authorization: Board of Trustees

1.0 RATIONALE

The Workplace Violence Prevention Policy (the “Policy”) affirms the Toronto District School Board’s (“TDSB”) commitment to providing a safe, nurturing, positive learning and working environment, free of workplace violence, where every individual is treated with dignity and respect.

This Policy complies with the Board’s obligations under the *Occupational Health and Safety Act* (“OHSA”) and is consistent with the Board’s Mission, Values and Goals Policy (P002) and Equity Policy (P037).

2.0 OBJECTIVE

- To establish the framework for the Board’s compliance with the OHSA related to workplace violence prevention; and
- To demonstrate the Board’s commitment in providing a work environment that is safe and free of workplace violence.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as the “TDSB”. TDSB is an employer, as defined by the OHSA.

Employer is the Toronto District School Board and defined under the OHSA as a person who employs one or more workers or contracts for the services of one or

*Denotes annual simplified review
Workplace Violence Prevention Policy (P072)
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more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Worker is any person included in the definition of “worker” under the OHSA and *Workplace Safety and Insurance Act*, including, but not limited to regular, temporary, probationary employees, co-op students and contract employees.

TDSB is the Toronto District School Board, which is also referred to as the “Board.” TDSB is an employer, as defined by the OHSA.

Workplace under the OHSA is any land, premises, location or thing at, upon, in or near which a worker works. For the purpose of this Policy, it also includes any place where workers perform work or work-related duties, activities or functions (including virtual settings), but does not include a private residence and its related lands. Schools and school-related activities, such as extra-curricular activities and excursions comprise the workplace, as do Board offices and facilities (including eating, lounge/changing areas and vehicles used for work purposes or on work property). Conferences, workshops, training sessions and staff functions (e.g., staff parties, retirement celebrations) also fall within the scope of this Policy.

Workplace Violence under the OHSA is a) the exercise of physical force by a person against a worker, in a workplace that causes or could cause physical injury to the worker; b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker in a workplace that could cause physical injury to the worker.

4.0 RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy.

Within the Director’s Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Modernization and Strategic Resource Alignment and Executive Officer, Facilities and Planning.

5.0 APPLICATION AND SCOPE

This Policy applies to all TDSB workers and Trustees.

The Policy also covers students, parents/guardians/caregivers, volunteers, permit holders, contractors, customers of the Board and other members of organizations and includes all activities that occur in Board workplaces or while engaging in Board related functions or social events.

6.0 POLICY

- 6.1. The Board believes in the prevention of workplace violence and is committed to promoting a violence-free workplace in which all people respect one another and work together to achieve common goals.
- 6.2. The Board will take every precaution reasonable in the circumstances for the protection of all workers in accordance with its duties and responsibilities as outlined in the OHSA and corresponding regulations.
- 6.3. The Board will make every reasonable effort to ensure that all steps are taken to protect workers from workplace violence through the implementation of workplace violence procedures and programs which include measures for summoning immediate assistance when violence occurs or is likely to occur, requirements for incident reporting and investigation, reduction of violent incidents and risk assessment, prevention and control measures, communication and system training.
- 6.4. The Board will ensure that this Policy is posted in conspicuous workplace locations and made available on the TDSB's website for all workers, and that all workers receive information and instruction about violence in the workplace.
- 6.5. The Board will ensure that workers at the TDSB do not experience reprisal as a result of incident reporting, in accordance with the OHSA.

7.0 SPECIFIC DIRECTIVES

The Director of Education has authority to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will be reviewed annually, in accordance with the *OHSA*.

9.0 APPENDICES

N/A

10.0 REFERENCE DOCUMENTS

Legislative Acts and Regulations:

- *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*
- *Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A*

Policies and Procedures:

- Equity Policy (P037)
- Human Rights Policy (P031)
- Mission, Values and Goals Policy (P002)
- Workplace Harassment Prevention for Non-Human-Rights-Code Harassment Policy (P034)
- Workplace Harassment Prevention and Human Rights Procedure (PR515)