

## What is workplace violence?

### Workplace violence is:

- **The exercise of physical force** by a person against a worker that **causes or could cause physical injury** to the worker;
- **An attempt** to exercise physical force against a worker that **could cause physical injury** to the worker;
- **A statement or behaviour** that it is reasonable for a worker to interpret as a **threat** to exercise physical force against the worker that could cause physical injury to the worker.

*Occupational Health and Safety Act*

Violent behaviour is a risk to the health and safety of workers, irrespective of the age and abilities of the aggressor. The definition of workplace violence places no restriction on who the aggressor is, no requirement that physical injury actually occur, and no minimum degree of physical harm that could occur.

## What are my obligations to report?

- You have the obligation to report to your Principal any hazard of which you are aware, including hazards from workplace violence.
- You must report serious student incidents to the principal as soon as it is safe to do and no later than the end of the day, and must confirm the report in writing using the Safe Schools Incident Report. Examples include bullying, assault, and acts that are detrimental to the wellbeing of others. The victim may be an adult or another child.
- Mitigating factors such as age or special needs do not impact on your obligation to report.
- You must report injuries incurred at work.
- No one should discourage you from reporting.

## How do I report?

### 1 Safe Schools Incident Report

- Use this form to report serious student incidents.
- Fill out and submit the form online on the Board's intranet.
- This form must be completed by the end of the day.
- In addition to completing the form, you are encouraged to speak with your principal about the incident.

### 2 Accident Investigation Report

- If you have sustained an injury, even a very minor one, as a result of workplace violence, report the injury to your Principal and request that an Accident Investigation Report be completed.
- This accident report is completed online by the Principal and you will automatically receive a copy via email when it is submitted.

### 3 PETL/PEOT Workplace Violence Report

- Use this form to inform PETL about **workplace violence against a teacher**.
- This form can be found on the PETL website in the Member Secure Area or your steward may have a printed copy.
- Information about the violent incident helps PETL to support our members who are experiencing workplace violence. Aggregate data collected from these reports may be used to help develop strategies to improve the safety and health of our members.

**Note:** In the case of workplace violence where the aggressor is someone other than a student, report the incident to your Principal and complete the Board's Workplace Violence Reporting Form, which can be found in the Health and Safety section of the Board's intranet.

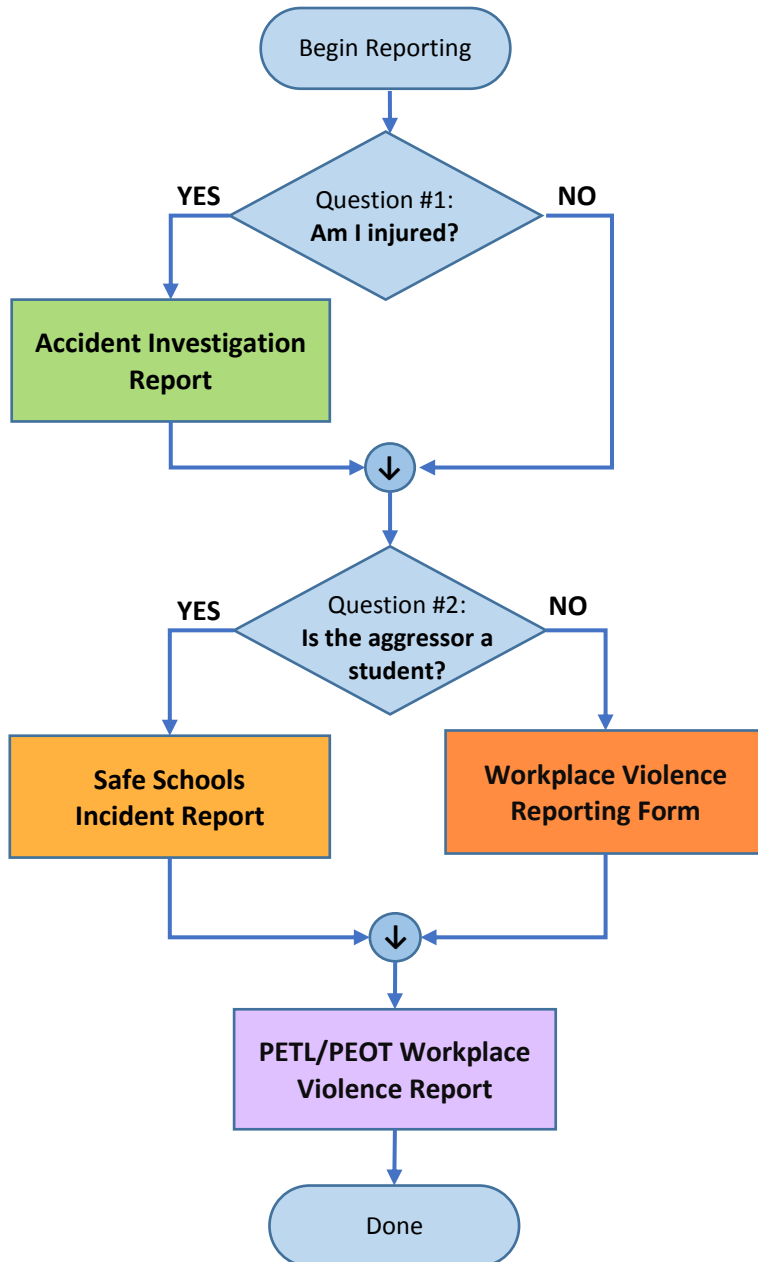
## What should I expect after reporting?

- **Your Principal will investigate** the reported incident and let you know the outcome. The Principal may consider mitigating factors such as the age or special needs of the student when determining what actions should be taken.  
**Note:** Although mitigating factors may affect the action taken, they should not stop you from completing the necessary reports.
- If needed, ask your Principal to **review or clarify the process for getting assistance fast** when violence occurs or is likely to occur.
- **If the behaviour repeats**, request an **assessment/re-assessment of the risk of violence** related to the student's high risk behaviours. The results of this assessment can then inform which measures and procedures should be put in place to control the identified risks. Part of this process would include the creation/review/revision of a safety plan and behaviour plan.

## What else can I try?

- Continue to have conversations with your Principal about what measures can be put in place to support the student and keep you and others safe.
- Consider reviewing the student's needs at an ISRC meeting.
- Utilize the support of the ISSP teacher and Behavioral Teaching Assistant (BTA).
- Contact the PETL Occupational Health & Safety Teacher Advisor if you have questions or need support. If further support is needed, your PETL Executive Liaison can also become involved.

## What reports do I use?



Have questions or need support?

Contact the PETL  
Occupational Health & Safety Teacher Advisor

safety@etfopeel.com  
905-564-7233

### Further Resources:

- Occupational Health and Safety Act  
<https://www.ontario.ca/laws/statute/90o01>
- PPM 145: Progressive Discipline and Promoting Positive Student Behaviour  
<http://www.edu.gov.on.ca/extra/eng/ppm/145.pdf>
- PDSB Workplace Violence Procedure  
Available on the Board intranet under Policies and Ops
- PDSB Safe Schools Policy (Policy #48)  
Available on the Board intranet under Policies and Ops
- ETFO PRS Matters: The Student Safety Plan  
<http://www.etfo.ca/AdviceForMembers/PRSMattersBulletins/Pages/The%20Student%20Safety%20Plan.aspx>
- The Health and Safety section of the PETL website  
<http://www.etfopeel.com/EN/healthsafety>

## Advice for PETL Members:

### Dealing with Workplace Violence due to Aggressive Student Behaviour

- ❖ Not sure how to get support in dealing with aggressive student behaviours?
- ❖ Unsure which reports must be completed?
- ❖ Wondering what should happen when you report workplace violence?

There are several different, but often overlapping, laws and policies regarding workplace violence and aggressive student behaviour, including the Occupational Health and Safety Act, Education Act, Policy/Program Memorandum (PPM) 145, and the Caring and Safe Schools in Ontario document.

Here is a quick guide on how to report and what should happen.

