

RESPECTFUL WORKPLACES: VIOLENCE PREVENTION

Policy E.5.A.1

Frontier School Division is committed to providing a safe and respectful workplace for all individuals working, studying in, or visiting Division facilities. The Division recognizes the potential for threats and endangerment, jeopardizing the safety and well-being of staff, students and/or visitors.

The Division emphasizes the importance of fostering a culture of respect, open communication, and conflict resolution among all members of the school community. By promoting these values and providing support, the Division aims to increase wellbeing and respect, and maintain an inclusive and supportive environment where staff and students can thrive.

This policy is effective September 1, 2025.

Adopted June 12, 2025		
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Regulation E.5.A.1-R

1. Purpose

This regulation outlines:

- The measures that the Division continues to implement to maintain a safe and respectful environment for all individuals while on Division property or attending/participating in Division events off premises.
- How to respond if an individual is subjected to threats or violence or become aware of a violent situation.

2. Principles

- a. Promote and foster a safe, caring, and inclusive workplace that encourages safety, respect, and well-being.
- b. Staff will recognize early warning signs of potential safety threats and implement necessary intervention strategies.
- c. Clear procedures for reporting and responding to violent incidents.
- d. Promote collaboration and communication among staff, students and community as key to violence prevention.
- e. Provide resources and supports to foster rehabilitation and prevent future incidents.

3. Definitions

As defined in *The Workplace Safety and Health Act W210*:

- a. *Violence means the attempted or actual exercise of physical force against a person; and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person (Section 1.1, Regulation M.R. 217/2006).*
- b. *Workplace means any building, site, workshop, mine, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers, or self-employed persons, are engaged in work or have worked (Section 1).*

4. Responsibilities

The Division and its employees are responsible for supporting a safe working environment that is free from violence.

Any person aware of any threat or violent act planned or occurring on Division property must immediately bring it to the attention of the principal/supervisor for the issue to be addressed.

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Anyone who gives evidence or information in an investigation or is involved in the process must keep this information confidential, except when it is necessary to deal effectively with the issue.

a. **Division Responsibilities**

The Division shall:

- Ensure Workplace Safety & Health Committees assess the risk for workplace violence in all facilities:
 - once annually,
 - more often if required, or
 - if conditions in the workplace change, or
 - if a violent incident occurs.
- Provide personal safety and de-escalation skills training to all staff working directly with a student where this training is identified as a requirement.
- Where employees work with students with diagnosed behavioural issues and develop behaviour plans; staff shall be trained on these plans and be required to follow these plans to ensure their individual safety.
- Develop, implement, and train staff and students on safe work procedures related to violence prevention and this policy.
- When a risk of violence in the workplace is identified, inform staff about the risk including the nature and extent of the risk; and the risk of violence from persons whom staff are likely to encounter in the course of their work.

b. **Principal/Supervisor Responsibilities**

All Principals/Supervisors shall:

- Ensure, so far as is reasonably possible, that no one is subjected to violence while on Division property.
- Take corrective action should anyone under their direction subject another person to violent behaviour.
- Review with staff the definition of violence and require the reporting of violent incidents and review other applicable Division policies.
- Ensure that a copy of the current Respectful Workplaces: Violence Prevention Policy is posted on the Workplace Safety & Health Committee bulletin board.
- Implement the School Emergency Response Plan protocols and contact the RCMP/law enforcement if there is an immediate threat.

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- Complete the annual Violence in the Workplace Assessment Report (E.5.A.1-EX 3) with the local Workplace Safety & Health Committee (representative) and submit it to the Division Safety Coordinator, Area Superintendent, and Chief Superintendent.
- Investigate all violent incidents, implement corrective actions, and follow the procedures outlined in Section 6 – Incident Reporting and Investigation.
- Not disclose the name of a complainant or the circumstances of a complaint to anyone except where disclosure is:
 - necessary to investigate the complaint,
 - required to take corrective action,
 - required by the law.
- Ensure any information that is disclosed (as above) will be the minimum required for the purpose.
- Ensure affected employees are aware of the risks of violence in the workplace and are provided information, strategies and supports to protect themselves.
- Communicate information to address a risk of violence, in compliance with *The Personal Health Information Act* (PHIA) and *The Freedom of Information and the Protection of Privacy Act* (FIPPA):
 - under PHIA (s.22(2)(b)(i-ii)), Human Resources may disclose personal health information about an individual without their consent, if the Division reasonably believes that the disclosure is necessary to prevent or lessen:
 - a risk of harm to the health or safety of a minor, or
 - a serious and immediate threat to the health or safety of the individual, the information is about or another individual, or
 - impact to public health or public safety.
 - under FIPPA (s.44(1)(l)), Human Resources may disclose personal information only where necessary to protect the mental or physical health or the safety of any individual or group of individuals.

c. **Employee Responsibilities**

All employees shall:

- Work together and resolve issues in a professional manner.
- Bring issues to their Principal/Supervisor if they cannot be resolved.

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- Report incidents of violence to their Principal/Supervisor.
- Complete a Violent Incident Report form (E.5.A.1-EX1) as required.
- Cooperate in the investigation of a violent incident.
- Review and follow this policy, and other policies related to employee safety:
 - Policy C.2.F – Risk Management,
 - Policy C.2.G – Workplace Safety and Health,
 - Policy C.2.I – Threat Assessment,
 - Policy C.2.O – Use of Social Media
 - Policy E.5.A – Respectful Workplaces,
 - Policy E.5.E – Employee Health and Safety – Alcohol and Drug Free Workplaces,
 - Policy G.1.A – A Safe and Inclusive Learning Environment.
- have **Working Alone Procedures** reviewed with them, as applicable. Employees must follow these procedures and Principals/Supervisors must ensure the plan is followed (Division Workplace Safety and Health Program).

5. Prevention

The Division believes that by identifying, recognizing and addressing potential sources of violence, the risks and consequences associated with such incidents will be reduced. Prevention strategies can include, but are not limited to:

- Employee Assistance Programs,
- Threat Assessment training,
- Conflict Resolution training,
- E-learning courses such as Safe Work Manitoba, CCOHS, etc.,
- Security protocols,
- Comprehensive training for staff to recognize early warning signs of violence and de-escalation skills training.

6. Incident Reporting and Investigation

- a. Any employee who observes a violent situation or threat of a violent situation, or any employee who feels they have been subjected to a violent incident or have received a threat of violence shall:
 - i. Immediately report the incident to their Principal/Supervisor the nature of the situation and where possible, identify the individual(s) involved.

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- ii. If necessary, in consultation with their Principal/Supervisor, contact the RCMP/law enforcement immediately if the situation has or is likely to escalate into an act of physical violence.
 - iii. Complete the Violent Incident Report (Exhibit E.5.A.1-EX1) and provide a copy to the local Workplace Safety and Health Committee (or representative), Division Safety Officer, Area Superintendent and Chief Superintendent.
- b. An appropriate course of action, which shall include the following, shall be determined by the principal/supervisor in consultation with the employee:
 - i. Medical attention and/or counselling, if necessary, shall be sought for the employee.
 - ii. If deemed appropriate, the individual posing the threat shall be removed from the premises.
 - i. Further training shall be provided to staff, if required, and/or the prevention plan shall be implemented or modified if appropriate, to protect the employee(s) from any further violence.
 - iv. Involvement of the local Workplace Safety and Health Committee (or representative) if the incident is considered a “serious incident” under the Workplace Safety and Health regulation.
- c. After an incident of violence occurs, the Principal/Supervisor or designate shall investigate with the school / site Workplace Safety & Health Committee / Representative as soon as reasonably possible. The Principal/Supervisor will also report the violent incident to the Division Safety Coordinator, Area Superintendent and the Chief Superintendent. Incidences of violence will be reported by school-based administration at the local Workplace Health and Safety meetings.
- d. If the violent incident meets the definition of a “serious incident” as defined by Manitoba Workplace Safety & Health, the Principal/Supervisor must immediately notify the Manitoba Workplace Safety and Health Division, Workplace Safety and Health Committee Co-chairs (or representative), Division Safety Coordinator, Area Superintendent and Chief Superintendent. A serious incident means an incident:
 - i. in which a worker is killed,
 - ii. in which a worker suffers:
 - an injury resulting from electrical contact,
 - unconsciousness as the result of a concussion,
 - a fracture of the skull, spine, pelvis, arm, leg, hand or foot,
 - amputation of an arm, leg, foot, finger or toe,
 - third degree burns,
 - permanent or temporary loss of sight,

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- a cut or laceration that requires medical treatment at a hospital as defined in *The Health Services Insurance Act*, or
- asphyxiation or poisoning; or
- iii. that involves:
 - the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
 - an explosion, fire or flood,
 - an uncontrolled spill or escape of a hazardous substance, or
 - the failure of an atmosphere-supplying respirator.
- e. The site of a serious incident must be secured.
- f. In the event of a “serious incident”, the Principal/Supervisor, Workplace Safety and Health Committee Co-chairs (or representative) and any other persons required (Investigation Team) shall conduct an immediate investigation of the incident, establishing fact, questioning witnesses, and informing police if deemed necessary.
- g. All information available and relevant to the “serious incident” shall be provided to the Investigation Team.
- h. The Investigation Team shall summarize the results of the investigation using the Serious Incident Investigation Summary Report (E.5.A.1-EX2). The report shall include:
 - i. The name of any person injured or killed.
 - ii. The date, time, and place of the incident, accident, or dangerous occurrence.
 - iii. A description of the incident, accident, or dangerous occurrence.
 - iv. Any graphics, photographs or other evidence that may assist in determining the cause or causes of the incident, accident, or dangerous occurrence.
 - v. An explanation of the cause of the incident, accident, or dangerous occurrence, including any factors or events that indirectly contributed to it occurring.
 - vi. Any immediate correction action taken.
 - vii. Any long-term action that will be taken to prevent the occurrence of a similar incident, accident or dangerous occurrence, or the reasons for no action being taken.

A copy of the report shall be provided to the local Workplace Safety and Health Committee (or representative), the Division Safety Coordinator, the Area Superintendent, and the Chief Superintendent.

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7. Discipline

- a. Students who have been involved in a violent incident towards an employee shall be subject to discipline in accordance with Division Policy G.1.B – Student Suspension and/or Policy G.1.C – Student Expulsion.
- b. Employees involved in a violent incident towards other individuals shall be subject to discipline in accordance with Division Policy E.5.D – Progressive Discipline – Support Staff or the applicable collective agreement.
- c. Individuals who are not employees or students that are involved in a violent incident towards employees shall be dealt with in accordance with this policy, *The Public Schools Act* and/or involvement of the RCMP/law enforcement.
- d. The Principal/Supervisor may refer violent incidents to the RCMP/law enforcement or Child and Family Services, dependent upon the nature of, and who is involved in, the incident.
- e. Consequences shall be determined with consideration being given to the following:
 - i. Level of Violence – consequences shall be applied in accordance with Policy E.5.D – Progressive Discipline – Support Staff, the applicable collective agreement and/or employment contracts as appropriate. Consequences may be considered up to and including termination of employment for employees or expulsion for students.

Weapons related offences shall automatically result in RCMP/law enforcement involvement and where appropriate, the Division shall pursue maximum consequences under the law.
 - ii. *Criminal Code of Canada* – where appropriate, incidents of violence at a school facility shall be reported to and investigated by the RCMP/law enforcement. Criminal charges may potentially be laid against anyone involved in the commission of an unlawful activity as defined by the *Criminal Code of Canada*.
 - iii. Fraudulent Allegations – any individual who has made a false allegation of a violent incident against another individual shall be subject to disciplinary and/or criminal action.

8. Assistance to Employees Subjected to Violence

- a. Employees who have been the victim of a violent incident may be:
 - i. Encouraged to seek medical help from their healthcare provider(s) or referrals for post-incident counselling, if required.
 - ii. Given the opportunity to be examined by a doctor and transported to a medical facility, if required.

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- b. Support staff shall have access to the Employee and Family Assistance Program. Teaching staff have access to an Employee Assistance Program through The Manitoba Teachers' Society.
- c. The violent incident may require the employee (support staff) to file a report of injury with the Workers' Compensation Board.

9. Annual Report

Each **Violent Incident Report** (E.5.A.1-EX1) and **Serious Incident Investigation Summary Report** (E.5.A.1-EX-2) shall be included in the annual **Violence in the Workplace Assessment** (E.5.A.1-EX3) prepared by Principals/Supervisors (or designate).

The **Violence in the Workplace Assessment** (E.5.A.1-EX3) shall be provided to the Division Safety Coordinator, Area Superintendents, Chief Superintendent, and the local Workplace Safety and Health Committee (or representative) at the workplace no later than June 1 of each year.

The Assessment must contain:

- Records of the incidents of violence to workers that occurred in the workplace.
- Results of any investigations into violent incidents, including recommendations for control measures or for changes to the violence prevention policy, and any report prepared under section 2.9 (Part 2) of the WSH regulation.
- The control measures, if any, implemented as a result of an investigation into an incident.

This policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

Information: [Criminal Code of Canada](#)
[The Workplace Safety and Health Act](#), [Regulation M.R. 217/2006](#)
[The Personal Health Information Act](#)
[The Freedom of Information and Protection of Privacy Act](#)
[C.2.F Risk Management](#)
[C.2.G Workplace Safety and Health](#) (link to Workplace Safety and Health Program Manual)
[C.2.I Threat Assessment](#)
[C.2.O Use of Social Media](#)
[E.5.A Respectful Workplaces](#)
[E.5.D Progressive Discipline – Support Staff](#)
[E.5.E Employee Health and Safety – Alcohol and Drug Free Workplaces](#)
[G.1.A A Safe and Inclusive Learning Environment](#)
[G.1.B Student Suspension](#)
[G.1.C Student Expulsion](#)
[Safe Work Manitoba](#)

Adopted June 12, 2025		
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VIOLENT INCIDENT REPORT

Regulation E.5.A.1-EX1

IDENTIFYING INFORMATION FROM COMPLAINANT

(Person who is reporting the incident) (Refer to Regulation 4. c.)

Name _____ Position _____

School/Office/Department _____

Location of Incident _____

Date/Time of Incident _____

Was First Aid or medical attention obtained? (If so provide explanation)

Detailed description of incident (Include graphics, photographs, or other evidence such as names of witnesses, if any. Add additional sheets if necessary)

WHO PERPETUATED THE VIOLENCE?

Name _____ Position _____

Other (if not employee) _____

GENERAL

Was incident reported to Supervisor Yes___ No___

Supervisor Name/Date _____

Was incident reported to Police Yes___ No___

Was Workplace Safety & Health Committee Notified Yes___ No___

Signature of Complainant _____ Date _____

PRINCIPAL/SUPERVISOR - Acknowledgement of Complaint/Incident (Refer to Regulation 4. b.)

Supervisor Name/Title _____ Date _____ Signature _____

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SERIOUS INCIDENT INVESTIGATION SUMMARY REPORT

Exhibit E.5.A.1-EX2

This form is to be filled out by the Investigation Team in the event of a serious incident. Attach additional sheets if necessary. (Refer to Regulation Item 6. f-h.)

Name of Complainant _____

School, Office or Department _____

Date of Incident _____ **Time of Incident** _____

Place of Incident _____

Description of Incident (Include graphics, photographs or other evidence such as witness statements that may assist in determining the cause(s) of the incident.)

Explanation to the cause of the incident (Include any factors or events that indirectly contributed to the incident occurring.)

Immediate Corrective Action Taken

_____ **Long term action required.**
(To prevent of similar incident(s))

_____ **No further action required.**
(Provide reasons.)

INVESTIGATORS

Name _____ Title _____ Signature _____

Name _____ Title _____ Signature _____

Name _____ Title _____ Signature _____

Name _____ Title _____ Signature _____

Date report completed _____

Forward this report to: Workplace Safety and Health Committee (or representative), Area Superintendent, Division Safety Coordinator (Winnipeg office), and the Chief Superintendent.

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VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

As identified in Regulation 4. b., this form is to be completed annually (**by June 1**) and submitted to the local Workplace Safety and Health Committee (representative), the Division Safety Coordinator), Area Superintendent and Chief Superintendent.

School (or Office) _____ Date _____

The first step in addressing workplace violence is to assess your workplace for areas, people or tasks that have an increased risk of violence associated with them.

GENERAL	YES	NO	Explanations / Controls
Does your workplace provide any of the following services: 1. Health Care services (i.e. Nurse on staff). 2. Education services. 3. Security services. 4. Crisis counseling and intervention services. 5. Public / student transportation (cab or bus).			
Do your employees ever interact with people under the influence of drugs or alcohol?			
Do your employees handle cash or valuables?			
Do your employees collect or deliver valuable items?			
Are you open to the public? If yes, are there times that there is only 1 employee present?			
Do your employees deal with upset or angered students, parents, or public.			
Are your employees involved in activities that may trigger a negative or confrontational response from others?			
Has your workplace experienced violence in the past? (physical violence, verbal abuse, obscene phone calls)			

VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

GENERAL	YES	NO	Explanations / Controls
Do your employees ever inspect other people's property (i.e. homes, personal belongings, lockers)?			
Are any of your employees involved in any of the following: <ul style="list-style-type: none"> • Suffering from anger management issues. • Have a restraining order against them or someone else. • A hostile divorce (i.e. child custody battles). 			
Have you had recent job terminations or layoffs?			
Have other organizations in the same industry as yours ever experienced violence?			

PARKING LOT	YES	NO	Explanations / Controls
Is your parking lot monitored by security / personnel or video surveillance?			
• If yes, are there signs stating this?			
Are employees parking their car after business hours?			
Has there been a history of vandalism or theft?			
Does your lot have controlled entry (i.e. gate)?			
Are there areas to hide (e.g. bushes, doorways, or garbage bins)?			
Is your lot well lit? (on photocells or timers)			

VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

RECEPTION	YES	NO	Explanations / Controls
Does the receptionist work alone within their area (out of site of other employees)?			
Is the reception area the first point of contact for visitors, public or students?			
Is there enough lighting?			
Is there a clear view of all entrances and waiting areas?			
Are visitors easy to identify (e.g. wearing badges or name tags)?			
Is there an emergency button or silent alarm available to the receptionist?			
• If yes, are there procedures developed?			
Is there a procedure developed for receiving visitors/public/students?			
• If yes, are the workers trained in the procedures?			
Could objects in reception area be used as weapons?			

LIGHTING	YES	NO	Explanations / Controls
Are there areas that are too dark? If so, please list them.			
Are all exit signs illuminated?			
Are there any lights burnt out?			
Do all rooms (storage rooms, etc.) have lighting?			

VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

ELEVATORS	YES	NO	Explanations / Controls
Do you have full view of the elevator when the doors open? Could someone potentially hide in the elevator?			
Is there an emergency telephone or emergency call button in the elevator? If so, does it work?			
Is there an elevator emergency procedure developed?			

BUILDING PERIMETER	YES	NO	Explanations / Controls
Do your neighbours offer 1 of the 5 services listed in section "General" at the beginning of this assessment?			
Are there signs of vandalism?			
Is there, or do you frequently have graffiti on the walls of the buildings?			
Is the building inspected on a regular basis? If so, how frequent?			
What types of displays are in your window? Anything tempting or confidential?			
Do and can you close the blinds at night?			
Is there adequate lighting on the outside of the building?			
Are garbage areas outside of the building used by employees?			
• If so, is it within good visibility?			
• Are there hiding spaces nearby?			

VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

STAIRWAYS, EXITS AND ACCESS	YES	NO	Explanations / Controls
Can the lights be turned off in the stairways?			
Do the stairway doors lock behind people?			
Is there more than one exit route?			
Are the stairways and exits clearly marked?			
Do stairway doors have panic bars?			
Are there places within the stairway that someone could hide?			
Is your building connected to other buildings through stairways, exits or hallways?			
• If so, is there access control?			
Do your employees use fobs, cards or keys to access areas within the building?			
Is there a system to minimize the distribution of keys, cards or fobs?			
Is there a system to alert employees that an intruder has entered the building?			
Is there a security system into your building? If so, is it tested monthly?			
Is public access to the washroom controlled?			
Can the end of each stairwell, hall or elevator be seen (e.g. are there convex mirrors or corners)?			

VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

AREAS OF ENTRAPMENT	YES	NO	Explanations / Controls
Are there small areas where someone could hide? <ul style="list-style-type: none"> • Doorways • Storage rooms • Stairways • Elevators • Unused areas 			
Are there security cameras installed to monitor the property?			

WORKING ALONE	YES	NO	Explanations / Controls
Do you have employees that work alone?			
Do you have a working alone procedures?			
<ul style="list-style-type: none"> • If so, are your employees trained in the working alone procedures? 			
Are there isolated areas in your workplace?			
<ul style="list-style-type: none"> • If yes, how far is the nearest person? 			
Do your employees ever work alone without anyone else from your school present?			
<ul style="list-style-type: none"> • If so, where is the nearest phone? 			
<ul style="list-style-type: none"> • Is there cell phone coverage? 			

VIOLENCE IN THE WORKPLACE ASSESSMENT

Exhibit E.5.A.1-EX3

Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
Employee Name: _____	Signature: _____
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