

Employee Safety and Security

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Employee Safety and Security

Overview

Holy Family Catholic Regional Division believes that all Division worksites should have a supportive work environment where violence against employees, or other individuals, is not tolerated. An employee's ability to cope with stressful situations improves if the employee feels supported by the employer's policies and procedures put in place to protect against workplace violence.

Principals or non-school based department heads are responsible for communicating the Division's position with regard to employee safety and security to employees and for monitoring and reporting of any violence, discrimination or harassment.

Refer to Administrative Procedures:

[AP 310 – Student Safety](#)

[AP 350 – Student Conduct and Discipline](#)

[AP 404 – Working Alone](#)

[AP 405 – Workplace Health and Safety](#)

Legislative Requirements

This portion of the manual is to address the Division's obligations as required by part 27 of the *Occupational Health and Safety Code* respecting violence in the workplace. Violence under the *OHS Code* means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Under provincial workplace health and safety legislation, the principal or non-school based department head is required to ensure that employees are instructed in:

1. How to recognize workplace violence,
2. The policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence,
3. The appropriate response to workplace violence, including how to obtain assistance, and
4. Procedures for reporting, investigating, and documenting incidents of workplace violence.

The principal or non-school based department head must also ensure that employees are advised to consult a health professional of the employee's choice for treatment or referral if the employee reports an injury or adverse symptom resulting from workplace violence or if the employee is exposed to workplace violence.

Guidelines for Meeting Legislative Requirements

Principals or non-school based department heads shall ensure each employee, at the time of commencement of work at each worksite, access to the Division Health and Safety Program and discuss and review workplace safety with all staff at least annually, or as necessary to promote and ensure employee awareness of worksite issues and processes.

Training Requirements

The Division will provide training to all employees as required by section 391 of the Code. In addition, the Division will provide training to selective employee categories relative to the risks associated with each position and according to their job assignment, particularly to those employee categories exposed to higher levels of violence according to their job assignment e.g. special education teachers, administrators.

Specific training will depend on the needs involved; however, it may include training in dealing with difficult individuals, or training in appropriate responses to violence from children with mental, physical or emotional issues. The Division will identify those individuals and situations where training is required.

All employees will be provided with orientation on Division or school procedures designed to protect employees, students, volunteers or members of the general public. See the applicable Administrative Procedures as well as the Division Health and Safety Program located on the Division Web Site.

Implementation Process

Principals and non-school based department heads should review safety and security issues with their employees on a regular, ongoing basis. For compliance with provincial legislation, employees should be actively involved in identifying and addressing safety and security issues.

Employees should be encouraged to review this information and provide comments and feedback to the principal or non-school based department head.

In addition, the worksite checklist found under the *Forms* Section is intended to assist worksite managers in avoiding and reducing the risk of workplace violence. The principal or non-school based department head should utilize this form to review the major areas of concern and ensure that action plans are in place for each category that is applicable at their worksite. Employee involvement in the review is critical to the success of the process.

Forms

Employee Safety and Security Workplace Checklist

School: _____

Refer to Employee Safety and Security Information on the following pages for specific detail. The following must be reviewed each year at Division worksites and an appropriate action plan developed (if not applicable indicate N/A).

Categories for Review	Addressed (X)	Note:
1. Student Code of Conduct and Discipline	<input type="checkbox"/>	
2. Student Dress	<input type="checkbox"/>	
3. Locker Procedures	<input type="checkbox"/>	
4. Meeting Procedures	<input type="checkbox"/>	
5. Emergency Response Plan	<input type="checkbox"/>	
6. Security	<input type="checkbox"/>	
7. Supervision	<input type="checkbox"/>	
8. Catholic Community of Caring	<input type="checkbox"/>	
9. Police	<input type="checkbox"/>	
10. Signage (Division provides)	<input type="checkbox"/>	
11. Picture ID	<input type="checkbox"/>	
12. Parking Lot Procedures	<input type="checkbox"/>	
13. Cell Phone Policy	<input type="checkbox"/>	
14. Youth Gathering Procedures	<input type="checkbox"/>	
15. Discrimination, Harassment and Violence Reporting	<input type="checkbox"/>	
16. Difficult Telephone Calls	<input type="checkbox"/>	
17. Conflict Management Training (Division provides)	<input type="checkbox"/>	
18. Managing Student Medications	<input type="checkbox"/>	

Principal or non-school based department head

Date

When completed this form must be filed in the Occupational Health and Safety Document Binder.

Employee Safety and Security Workplace Checklist Information

It is the responsibility of the principal or non-school based department head to ensure that each area of the checklist is addressed (if applicable) in a manner appropriate to the worksite, in order to provide safeguards against the abuse of employees. Review the relevant references that are provided with most of the items on the checklist. For additional information regarding any of these items, principals or non-school based department heads should contact their immediate supervisor.

1. Student Code of Conduct and Discipline
 - A progressive student discipline plan will be in place, and
 - Be consistently applied and monitored, and
 - Be regularly communicated to students, parents and employees.
2. Student Dress Code
 - The Student Dress Code should be consistently applied to all students, and
 - Be monitored by all certified employees, and
 - Be regularly communicated to students, parents and employees.
3. Locker Procedures
 - Locker Procedures should address assignment, use, access by students, periodic inspections and searches as required, and
 - Be regularly communicated to students, parents and employees.
 - Unused lockers should be secured.
4. Meeting Procedures
 - Procedures shall be developed to ensure the safety and security of employees when they are involved in meeting situations which have the potential for conflict to arise (student/teacher, parent/teacher, student/administration, parent/administration, employee/administration, etc.).
 - These procedures should address such issues as location, availability of assistance and tolerance levels for anger and conflict.

5. Emergency Response Plan
 - Outlines the immediate response to acts of violence, and
 - Ensures the availability of communication devices to report serious issues demanding response (e.g., walkie-talkie), and
 - Follows the Division reporting and investigation process for dealing with acts of violence.

6. Security
 - Should address access to the building and the monitoring of people in the building, and
 - The responsibilities of employees for the security of persons and assets, and
 - A visitor policy and identification requirements (should include parents, volunteers, outside agency staff, contractors, etc.) and
 - That school keys are closely monitored and secured.

7. Supervision
 - A school supervision plan must be in place and ensure that all areas are monitored.

9. Police
 - Guidelines should be established as to when police should be called and by whom.
 - Procedure for meeting with and/or directing police assistance.

10. Signage [See *Occupational Health and Safety Manual* (Section 11)]
 - Signage should be posted at all entrances “directing visitors to report to the main office”.

11. Picture Identification
 - Principals or non-school based department heads may consider picture ID of students and employees if necessary for safety and security.

12. Parking Lot Procedures
 - Procedures should address such issues as parking assignments, rules regarding access, use of lots by students and supervision of parking areas, and
 - Be regularly communicated to students, parents, employees.

13. Cell Phone Policy
 - Expectations should be regularly communicated to students, parents and employees.

14. Youth Gathering Procedures (Physical Confrontation)

- The procedures should address both on-site and off-site situations, and
- Establish communication procedures when intervention is required, and
- Articulate accountability of participants and spectators (part of school discipline policy), and
- Be regularly communicated to students, parents and employees.

15. Discrimination, Harassment and Violence Reporting

- Clearly communicated to all employees, including where to obtain forms and follow-up procedures.

16. Difficult telephone calls

- Develop progressive procedures, including tolerance levels, for employees to use when confronted with inappropriate or abusive language by a caller.
- Establish reporting procedure for these types of calls.

17. Conflict Management

- Division provided conflict management training for administrators and non-school based department heads
- Principals or non-school based department heads may arrange for training of employees as they deem necessary.

18. Administering Medications

- Review the Division procedures with all employees and relevant students and parents.