



# CUPE·SCFP

## Une initiative du ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences – La violence au travail dans le secteur de l'éducation, 2022-2023

### Rapport aux sections locales du SCFP dans le secteur de la maternelle à la 12<sup>e</sup> année dans la région de l'Ontario

#### 1 SOMMAIRE EXÉCUTIF

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À compter d'avril 2022, le ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences (« MTIFDC », « le Ministère ») a mené une initiative de sensibilisation et d'application en deux phases pour lutter contre la violence au travail (« VT ») dans les conseils scolaires de la maternelle à la 12<sup>e</sup> année de l'Ontario. La phase d'application de l'initiative s'est terminée le 31 mars 2023. Pour aider ses membres à obtenir des résultats importants dans le cadre de cette initiative, le CSCSO a fourni des ressources et des conseils aux sections locales du SCFP du secteur avant le blitz d'inspection.

Les inspecteurs(trices) du ministère chargé(e)s de l'application de la loi ont effectué plus de 340 visites dans les écoles et les bureaux des conseils scolaires de l'Ontario. Ils(elles) ont délivré aux employeurs environ 114 ordonnances de non-conformité à la *Loi sur la santé et la sécurité au travail* (« LSST »), y compris sept (7) obligations de fournir de la documentation aux inspecteurs(trices). Nous avons cependant observé plusieurs instances où les inspecteurs(trices) ont noté dans leur rapport de visite sur le terrain (« RVT ») des domaines où les employeurs ne se sont pas conformés à la LSST, sans toutefois émettre des ordonnances. Les inspecteurs(trices) ont plutôt permis aux employeurs de se conformer eux-mêmes à la loi dans ces circonstances.

Le CSCSO a recueilli et consigné un grand nombre des RVT des inspecteurs(trices). Sur la base des rapports et des ordonnances émises, nous recommandons ce qui suit au Comité exécutif du CSCSO, aux sections locales du SCFP dans le secteur de la maternelle à la 12<sup>e</sup> année, aux membres du Comité mixte de santé et de sécurité du SCFP et aux représentant(e)s en santé et sécurité, en ce qui concerne les points suivants:

Pour les sections locales du SCFP, les représentant(e)s du SCFP en santé et sécurité, les responsables et les membres des comités:

- Examiner les outils d'évaluation des risques des conseils scolaires pour s'assurer qu'ils prennent en compte les risques généraux et spécifiques de la VT au niveau de l'école/du bâtiment.
- Évaluer les déclencheurs utilisés par les conseils scolaires pour réévaluer les risques de VT.
- Veiller à ce que les conseils scolaires élaborent un programme pour chaque lieu où le personnel est exposé(e) à un risque de VT.
- Évaluer les moyens utilisés par le personnel pour demander une assistance immédiate avant et pendant les incidents de VT afin de s'assurer de leur efficacité.
- Examiner les cas et revoir les politiques du conseil scolaire afin de réduire les instances où le personnel utilise son propre téléphone cellulaire pour demander de l'aide en cas d'incidents de VT.
- Examiner les plans de sécurité existants pour s'assurer qu'ils sont conformes aux résultats de l'évaluation des risques sur le lieu de travail et au contenu de la politique et des programmes de l'employeur en matière de VT.

## 2 CONTEXTE

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### 2.1 INITIATIVE DU MINISTÈRE

Chaque année, le MTIFDC lance des initiatives et des campagnes d'application pour aborder les questions relatives aux risques sur le lieu de travail et faire respecter la LSST. L'objectif déclaré du ministère est de protéger les travailleurs et travailleuses tout en sensibilisant les employeurs à leurs responsabilités législatives.

En 2022, le MTIFDC a annoncé une initiative en deux phases visant à lutter contre la violence au travail dans les écoles ontariennes de la maternelle à la 12<sup>e</sup> année.

#### **Phase 1: éducation, information et sensibilisation**

- Du 1<sup>er</sup> avril 2022 au 31 mars 2023.
- Soutien à la conformité avec la *Public Services Health and Safety Association (PSHSA)*

#### **Phase 2: blitz d'inspection**

- Du 1<sup>er</sup> février 2023 au 31 mars 2023.
- Visites sur le terrain effectuées par les inspecteurs(trices) de la santé et de la sécurité du MTIFDC pour vérifier que les conseils scolaires se conforment à la LSST et à ses règlements, et pour les sensibiliser à des problèmes spécifiques au milieu de travail.

Le CSCSO a obtenu une copie interne de la boîte à outils de l'inspecteur(trice) (ANNEXE B). Ce document a pour objectif d'aider et de guider les inspecteurs(trices) lorsqu'ils(elles) effectuent des visites sur le terrain pendant le blitz d'inspection.

## 2.2 CONSULTATION SUR L'INITIATIVE

De façon générale, le ministère ne consulte pas les parties prenantes du lieu de travail avant d'annoncer des initiatives d'application de la loi. Néanmoins, le 14 novembre 2022, un [webinaire](#) a été organisé conjointement par le MTIFDC et la PSHSA pour informer les parties prenantes du lieu de travail sur la phase d'application de l'initiative.

Le Groupe provincial de travail sur la santé et sécurité (GPTSS) pour le secteur de l'éducation, qui est normalement informé des questions de santé et sécurité au travail dans le secteur, n'a été ni briefé, ni consulté, ni informé de l'initiative dans son intégrité.

**REMARQUE:** les réunions du GPTSS ont été suspendues de mars 2022 à septembre 2023 en attendant la conclusion des négociations centrales des conseils scolaires, à l'exception d'une réunion consacrée aux protocoles en matière de COVID-19 en septembre 2022.

À compter de la mi-décembre, les syndicats affiliés au GPTSS ont communiqué par courriel avec Ron Landry, directeur principal du programme de santé et sécurité au travail, pour savoir comment les inspecteurs(trices) allaient procéder au blitz d'application de la loi et quelle serait l'étendue de la participation des travailleurs et travailleuses lors des visites sur le terrain. Les affiliés ont insisté pour que les travailleurs et travailleuses, en particulier les membres du CMSS, soient inclus(es) dans les visites initiales et ultérieures des écoles et des centres d'éducation. Aucune garantie n'a été obtenue de la part du ministère sur cette demande.

## 2.3 NOTE DE SERVICE ET WEBINAIRE DU CSCSO

En décembre 2022, le CSCSO a envoyé une note de service (ANNEXE C) aux sections locales des conseils scolaires et au personnel national du SCFP de la région de l'Ontario concernant l'initiative du ministère. La note de service comprenait les éléments suivants:

- Un examen de la législation sur la VT.
- Les devoirs et les responsabilités des employeurs en ce qui a trait à la VT.
- Comment soulever des questions avec les inspecteurs(trices) concernant l'évaluation des risques, les enquêtes, les avis, la formation et le droit à l'information.
- Les documents de référence à la VT, y compris les listes de contrôle de conformité, des exemples d'ordonnances et de rapports de visite sur le terrain, des exemples de listes de contrôle d'inspection de la VT et des exemples de plans de sécurité pour les élèves.
- Des informations sur les prochains webinaires.

La note de service encourageait vivement les sections locales du SCFP à nous transmettre une copie de tout rapport de visite de l'inspecteur(trice).

Les 23 et 25 janvier 2023, le CSCSO a organisé des webinaires à l'intention des membres du SCFP afin d'examiner le contenu de la note de service.

## 2.4 INSPECTIONS SUR LE LIEU DE TRAVAIL

Les inspecteurs(trices) ont commencé à visiter les conseils scolaires à la fin du mois de janvier 2023. La plupart des visites initiales se sont déroulées au centre d'éducation du conseil scolaire et, souvent, les représentant(e)s des syndicats et du CMSS y ont participé. Les visites initiales ont permis aux inspecteurs(trices) de donner aux parties du lieu de travail un aperçu de l'initiative. Dans certains cas, les représentant(e)s des conseils scolaires et des syndicats ont fourni une liste d'écoles à visiter.

En général, il s'agissait d'écoles ayant des antécédents d'incidents violents. Cependant, dans certains conseils scolaires, les inspecteurs(trices) n'ont pas consulté les parties du lieu de travail et n'ont pas donné de préavis pour les inspections.

## 2.5 COLLECTE ET SUIVI DES RVT

Tout au long de l'initiative, les affiliés syndicaux au GPTSS ont distribué entre leurs représentant(e)s tous les RVT partagés par l'un(e) de leurs représentant(e)s locaux(locaux) ou de district. Le CSCSO a dressé un tableau de tous les RVT reçus du GPTSS et des sections locales du SCFP. Il s'agit notamment de rapports de conseils scolaires qui n'incluent pas les membres du CSCSO/SCFP.

Nous avons reçu environ 160 rapports de 42 conseils scolaires. Le CSCSO a partagé le tableau (ANNEXE D) avec le personnel et les sections locales en mai 2023. Il y était indiqué le conseil scolaire et l'école visités, la date de la visite, une description de la visite et les ordonnances émises, le cas échéant. Le tableau faisait ressortir des éléments qui, selon nous, nécessitaient un suivi de la part des parties locales du lieu de travail (p. ex., le CMSS, le syndicat).

### 3 SOMMAIRE DES RVT

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#### 3.1 DONNÉES DU MTIFDC

Le 12 septembre, le MTIFDC a remis au GPTSS un sommaire (ANNEXE E) des conclusions du ministère. Les données fournies sont les suivantes:

- **347** visites sur le terrain<sup>1</sup>
- **121** visites sur le terrain dans un rôle de soutien
- **299** lieux de travail scolaire visités<sup>2</sup>
  - o **229** écoles primaires, **70** écoles secondaires, **cinq** bureaux de conseil scolaire visités<sup>3</sup>
- **68** conseils scolaires concernés
- **121** ordonnances et prescriptions émises
  - o **114** ordonnances émises au total
  - o **1** ordre d'arrêt des travaux (non lié à la violence au travail)
  - o **7** prescriptions émises
- Une moyenne de **2,87** d'ordonnances et de prescriptions émises par lieu de travail visité
- Une moyenne de **2,51** ordonnances et prescriptions émises par visite sur le terrain

La fréquence des ordonnances émises en rapport avec la violence au travail est la suivante:

- **35 ordonnances** portant sur l'obligation de l'employeur d'**évaluer ou de réévaluer les risques de violence au travail**
- **18 ordonnances de formation** et/ou de supervision
- **17 ordonnances de mettre en œuvre des mesures et des procédures** (prendre toutes les précautions raisonnables)
- **5 ordonnances d'élaborer et de maintenir un programme de mise en œuvre de la politique en matière de VT.**
- 7 ordonnances de produire des documents à l'inspecteur(trice)

Le ministère ne prévoit pas de publier un rapport ou de formuler des recommandations sur la base de cette initiative.

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<sup>1</sup> Il s'agit de visites sur les lieux de travail couverts par la rubrique « Éducation » du secteur industriel du ministère.

<sup>2</sup> Le nombre ne comprend pas les visites répétées.

<sup>3</sup> Nos dossiers indiquent plus de cinq visites de bureau.

## 4 OBSERVATIONS - RVT

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L'examen des RVT a confirmé bon nombre de nos attentes, tant positives que négatives. Il y a eu des surprises occasionnelles en cours de route. Nous avons noté ci-dessous ce que nous pensons être le plus significatif de ces observations.

### 4.1 RÉTICENCES À ÉMETTRE DES ORDONNANCES

Comme nous nous y attendions, il y a des instances où les inspecteurs(trices) ont rencontré des cas évidents de non-conformité à la LSST, mais ont choisi de ne pas émettre d'ordonnances. Au lieu d'émettre des ordonnances dans les circonstances, les inspecteurs(trices) ont noté l'infraction dans l'exposé des faits du rapport. Les inspecteurs(trices) incluaient des phrases telles que « Il est rappelé à l'employeur de... », « L'employeur convient que... », « L'employeur s'est engagé à... » dans l'exposé de l'infraction.

Dans ces cas, nous avons mis en gras l'infraction ou la préoccupation dans le tableau pour que les parties locales sur le lieu de travail assurent le suivi.

Il est évident que l'autonomie des inspecteurs(trices) et les directives régionales ont grandement influencé leur décision d'émettre des ordonnances, au lieu de l'influence du ministère. Par exemple, les inspecteurs(trices) ont émis plusieurs ordonnances de non-conformité lors de quelques visites aux conseils scolaires de Grand Erie et de Thames Valley, mais n'ont pas émis ne serait-ce qu'une seule ordonnance au cours de leurs 14 visites au conseil scolaire public et catholique de Durham, bien qu'ils(elles) aient constaté de multiples infractions à la LSST.

### 4.2 INFORMATIONS STANDARDS OU RAPPORTS INCOMPLETS

Nous avons constaté à plusieurs reprises que les inspecteurs(trices) écrivaient, sans trop d'efforts, la même chose ou presque lors de différentes inspections. Dans d'autres cas, les informations contenues dans le rapport étaient insuffisantes pour déterminer le dénouement de l'inspection ou tirer une conclusion.

### 4.3 ÉVALUATION ET RÉÉVALUATION DES RISQUES

Lors des webinaires, nous avons remarqué que l'évaluation des risques était de loin la meilleure occasion pour les inspecteurs(trices) d'émettre des ordonnances. Notre inclination a été confirmée dans le rapport du ministère, selon lequel 17 % des ordonnances portaient sur des évaluations de risques et 31 % des ordonnances concernaient des réévaluations. Nous avons observé une tendance parmi les inspecteurs(trices) à l'effet d'ordonner ou de rappeler aux employeurs de procéder à une réévaluation des risques chaque année (Lakehead DSB Westgate, le 21 février). Même si nous nous réjouissons des évaluations annuelles, il convient de noter qu'il n'existe aucune obligation légale. Il faut plutôt le faire aussi souvent que nécessaire pour que le programme continue de protéger les travailleurs et travailleuses. La LSST exige que les évaluations des risques tiennent compte de la nature du lieu de travail, du type de travail ou des conditions de travail. Elles doivent également tenir compte des circonstances courantes et spécifiques au lieu de travail. Un simple sondage auprès des travailleurs et travailleuses ne suffit pas (Ottawa-Carleton DSB Goulbourn, le 24 février, ANNEXE A i).

Quelques exposés du RVT mettent en évidence des exemples de cas où les employeurs devraient réévaluer les risques, y compris la construction et l'installation d'un portatif, les armes, les changements dans la population étudiante, les incidents communautaires et les nouveaux programmes (consultez Thames Valley DSB Montcalm, le 28 mars ANNEXE A ii, Thames Valley DSB College Ave., le 30 mars ANNEXE A iii). En outre, une évaluation des risques doit tenir compte des nouveaux comportements violents signalés par les travailleurs et travailleuses, par exemple frapper, mordre ou donner des coups de pied (York Region DSB Mount Albert, le 28 mars, ANNEXE A iv). Les plans de sécurité, qui découlent des résultats de l'évaluation, doivent être modifiés en conséquence.

Dans certains cas, les travailleurs et travailleuses portaient un ÉPI. L'utilisation de celui-ci n'a toutefois pas été prise en compte dans l'évaluation des risques.

Plusieurs visites, au cours desquelles les inspecteurs(trices) ont accordé une attention particulière à la réalisation d'évaluation des risques concernant le personnel itinérant, le fait de travailler seul(e), les activités extrascolaires et hors site sont encourageantes.

Depuis l'introduction du Projet de loi 168, les plans de sécurité visant à réduire les risques pour le personnel dans ces circonstances représentaient une lacune importante dans les programmes de lutte contre la VT.

#### 4.4 PROGRAMME DE LUTTE CONTRE LA VIOLENCE AU NIVEAU DE L'ÉCOLE

Il est encourageant de voir le ministère affirmer l'obligation pour les conseils scolaires de développer un programme de lutte contre la VT (prévoyant des mesures et des procédures) au niveau de l'école. Toutefois, peu d'ordonnances ont été émises à cet effet. L'élaboration de mesures et de procédures repose sur une évaluation ou une réévaluation, qui doit tenir compte des « circonstances propres au lieu de travail ». Un certain nombre de RVT du Toronto DSB comprenaient des ordonnances et un accord de l'employeur pour établir des programmes propres au lieu de travail (Weston, le 30 mars ANNEXE A vi, Kipling, le 31 mars ANNEXE A vi; Toronto DSB Lord Dufferin, le 23 mars ANNEXE A vii).

#### 4.5 DEMANDE D'ASSISTANCE IMMÉDIATE

La LSST oblige les employeurs à mettre en place des mesures et des procédures permettant aux travailleurs et travailleuses de demander une assistance immédiate en cas de violence ou de risque de violence au travail. La législation ne décrit pas les moyens de le faire. Ceux-ci doivent être déterminés dans le cadre d'une évaluation des risques.

Presque tous les conseils scolaires disposent d'un système d'interphone central permettant une communication bidirectionnelle entre une salle de classe et le bureau. Au cours des deux dernières décennies, les conseils scolaires ont mis à disposition des radios bidirectionnelles (talkies-walkies) permettant au personnel de soutien à l'éducation de communiquer sur une ligne ouverte. L'interphone et les radios bidirectionnelles présentent tous deux des avantages et des inconvénients. S'il existe des limitations, elles doivent être prises en compte en même temps que d'autres contrôles.

Quel que soit le moyen utilisé pour demander une assistance immédiate, les systèmes doivent être utilisés conformément aux instructions du fabricant et être testés fréquemment. Les travailleurs et travailleuses doivent être formé(e)s à l'utilisation et aux limites de l'équipement. Nous avons noté plusieurs ordonnances décrivant l'obligation de l'employeur de s'assurer que le personnel a reçu une formation sur la façon de demander une assistance immédiate (Bluewater DSB Peninsula Shores, le 22 mars, ANNEXE X iii).

Une tendance inquiétante apparemment acceptée par les inspecteurs(trices) est l'utilisation de téléphones cellulaires personnels par les employé(e)s dans le cadre du programme de lutte contre la VT. Le recours aux téléphones cellulaires personnels comme dispositif de sécurité soulève de nombreuses inquiétudes. Tout d'abord, il faut que quelqu'un compose physiquement un numéro. Composer un numéro dans une situation immédiate peut retarder la réponse. Deuxièmement, les travailleurs et travailleuses ne devraient pas avoir à se fier à un équipement personnel que l'employeur ne contrôle pas. Par exemple, le temps de charge, la disponibilité du forfait et la responsabilité si le téléphone est endommagé sur le lieu de travail. Enfin, les travailleurs et travailleuses peuvent être accusé(e)s de se livrer à des activités personnelles au moment d'utiliser leur téléphone cellulaire pendant les heures de travail. Au moins un inspecteur a conseillé à un employeur de ne pas utiliser d'appareils hors de son contrôle (Near North DSB Woodland, le 21 février, ANNEXE A ix).

Si le conseil scolaire ne fournit pas au personnel des téléphones cellulaires contrôlés par l'employeur, il doit (conjointement) établir des procédures claires sur leur utilisation et leur entretien lorsque les travailleurs et travailleuses sont autorisé(e)s à utiliser des téléphones cellulaires personnels pour communiquer en situation d'urgence.

#### 4.6 FORMATION EN MATIÈRE DE LUTTE CONTRE LA VT

Plusieurs ordonnances ont confirmé la nécessité pour les conseils scolaires de former des travailleurs et travailleuses (par exemple, les concierges, les surveillants pendant les repas, etc.) qui ne travaillent pas directement avec des élèves violent(e)s, mais qui peuvent tout de même être exposé(e)s au risque. La formation peut porter sur la connaissance des situations, l'évitement des conflits et les stratégies en matière de désescalade (Thames Valley DSB Strathroy CI, le 8 mars, ANNEXE A x).

Une formation a également été ordonnée pour que le programme de lutte contre la VT comprenne ce qui suit:

- Les travailleurs et travailleuses qui effectuent des évaluations des risques doivent être formé(e)s. Veiller à ce que les risques soient gérés et atténués et que l'après-incident fasse l'objet d'une enquête et d'une réévaluation (*Simcoe County DSB Education Centre*, le 8 mars, ANNEXE A xi).
- Signalement des incidents (*Thames Valley DSB Montcalm*, le 28 mars, ANNEXE A iicoll).
- L'utilisation, le stockage et l'entretien de l'ÉPI (*York Catholic DSB St. David*, le 27 février, ANNEXE A xii).

Des rappels et des ordonnances ont été émis pour que les superviseurs reçoivent une formation sur les mesures et procédures visant à contrôler le risque de VT et qu'ils(elles) connaissent les procédures de signalement et d'enquête sur les incidents, ainsi que celles liées au refus de travailler.

#### 4.7 PLANS DE SÉCURITÉ

Dans certaines instances, des travailleurs et travailleuses portaient des ÉPI et étaient formé(e)s à leur utilisation, mais l'équipement n'était pas mentionné dans le plan de sécurité. Même lorsque l'employeur estime qu'il s'agit d'un équipement discrétionnaire, il doit fournir des informations et des instructions sur l'utilisation, l'entretien et les limites de ce dernier. Comme indiqué précédemment, une évaluation des risques permettra d'abord de déterminer le type d'équipement requis. Lorsque l'ÉPI est nécessaire, son utilisation, son entretien et ses limites doivent être détaillés et une formation correspondante doit être dispensée au personnel.

Les plans de sécurité sont des documents évolutifs. Ils doivent être adaptés en fonction des comportements observés et des rapports d'incidents et portés à l'attention des travailleurs et travailleuses (Grand Erie DSB Prince Charles, le 24 mars ANNEXE A xiii).

Bien que la LSST ne l'exige pas explicitement, des sessions d'information après l'incident ont lieu dans plusieurs écoles. Dans de nombreux cas, les inspecteurs(trices) ont noté que les directeurs(trices) d'école participaient à l'enquête sur les incidents, au débriefing avec le personnel et à la collaboration sur les mises à jour du plan de sécurité. Cette approche est un modèle de diligence raisonnable. Cependant, les inspecteurs(trices) ont noté qu'il conviendrait de tenir un registre des enquêtes et des comptes rendus et de déterminer si des changements ont été apportés aux plans/programmes de sécurité à la suite de ces enquêtes.

### 5 RECOMMANDATIONS

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1. **Examen de l'outil d'évaluation des risques** – Tous(toutes) les membres du CMSS et les représentant(e)s en santé et sécurité doivent demander à leur conseil scolaire une copie de tout outil/modèle d'évaluation des risques liés à la VT utilisé par l'employeur/les superviseurs. Les membres du CMSS et les RSS devraient déterminer si les évaluations prennent en compte et évaluent les risques pouvant découler de ce qui suit:
  - a. La nature du lieu de travail
  - b. Le type de travail
  - c. Les conditions de travail

L'évaluation peut comprendre une évaluation générale de l'école/du bâtiment. Mais, elle doit prendre en compte les risques spécifiques qui peuvent découler du travail avec des élèves particuliers et dans des salles de classe particulières.

- i. L'employeur doit être doté d'une politique et d'un programme écrit détaillant qui et comment il(elle) procèdera à l'évaluation du lieu de travail.
- ii. Tout(e) employé(e) qui procède à une évaluation doit recevoir une formation et être familiarisé(e) avec les risques et les mesures et procédures existantes pour contrôler la violence au travail.

Consultez : <https://www.ontario.ca/document/workplace-violence-school-boards-guide-law/workplace-violence-risk-assessment> et <https://www.pshsa.ca/resources/violence-risk-assessment-tool-workplace-violence-prevention-for-the-education-sector>.

2. **Réévaluer les risques de violence au travail** -Tous(toutes) les membres du CMSS et les représentant(e)s en santé et sécurité doivent demander à leur conseil scolaire une copie de tout outil/modèle de réévaluation des risques liés à la VT utilisé par l'employeur/superviseur. En outre, les membres du CMSS/RSS doivent identifier les événements déclencheurs d'une réévaluation. Ceux-ci doivent être consignés dans la politique et le programme écrit de l'employeur. Parmi les facteurs qui devraient déclencher une réévaluation, notons:

- Des modifications de l'agencement ou de l'environnement physique du lieu de travail.
- Nouvelles affectations du personnel ou catégories d'emploi à l'école.
- Fort roulement du personnel à l'école.
- Nouvelles formations, nouveaux protocoles de sécurité ou nouveaux moyens de demander une assistance immédiate.
- Augmentation du nombre d'incidents de VT dans un lieu ou une pièce.
- Incidents répétés de VT impliquant la même personne.
- Nouveaux programmes pour les élèves, modifications du programme d'étude ou des horaires.
- Au début de l'année scolaire.
- Modifications des lieux où ramasser et déposer les élèves ou dans les moyens de transport.
- Avant une sortie scolaire.
- Avant d'introduire de nouveaux équipements ou dispositifs de protection individuelle.
- Incidents impliquant des armes ou des activités de gangs.
- Incidents dans la communauté avoisinante.

Consultez: <https://ofl.ca/wp-content/uploads/Education-Sector-Risk-ReAssessment-2021-en-fill.pdf>

3. **Programme propre au lieu de travail** – Une fois que les risques ont été identifiés à la suite d'une évaluation ou d'une réévaluation de VT dans une école ou un bureau du conseil scolaire, les membres du CMSS et les RSS doivent s'assurer que l'employeur a mis en œuvre un programme élaboré/mis à jour conjointement afin d'inclure des contrôles (mesures et procédures) visant à maîtriser les risques identifiés. D'une manière générale, le programme écrit doit comprendre:

- a. Des mesures et des procédures visant à protéger les travailleurs et travailleuses contre les risques identifiés lors de l'évaluation ou de la réévaluation.
- b. Des mesures et des procédures permettant de demander une assistance immédiate en cas de VT ou de risque de VT.
- c. Des mesures et des procédures relatives à la façon dont un(e) travailleur(travailleuse) signale un incident de VT.
- d. Des mesures et des procédures sur la manière dont le conseil scolaire enquêtera et traitera les incidents liés à la VT.

Alors que les mesures et procédures visées aux points c) et d) resteront généralement les mêmes dans la plupart des lieux, les exigences visées aux points a) et b) doivent être propres au lieu de travail. En outre, les mesures de contrôle visant à protéger les travailleurs et travailleuses contre la VT doivent tenir compte de lieux et de scénarios susceptibles de se produire en dehors de la salle de classe, par exemple les couloirs, la bibliothèque, le gymnase, les récréations, l'heure du lunch. Voici quelques exemples de mesures de contrôle:

- Rôles et responsabilités du personnel.
- Équipes d'intervention et suppléants.
- Élaboration et révision des plans de sécurité.
- Emplacement et distribution des plans de sécurité.
- Transmission d'informations au personnel concernant un(e) élève/une personne ayant des antécédents de comportement violent.
- Utilisation, entretien et limites de l'ÉPI.
- Dispositifs de communication que le personnel utilisera pour demander une assistance immédiate.
- Méthodes et fréquence de test des dispositifs de communication.
- Examen après l'incident, y compris un débriefing.
- Documentation des incidents liés à la VT.

Remarque: la législation exige que les travailleurs et travailleuses reçoivent une formation et des informations sur le contenu du programme de lutte contre la VT de l'employeur. La formation et les informations mises à disposition par l'employeur doivent être en mesure d'assurer la protection des travailleurs et travailleuses. Le CMSS et les RSS sont les mieux placé(e)s pour évaluer les méthodes de livraison, le contenu et les résultats de la formation du personnel.

4. **Les moyens efficaces de demander de l'aide** – Le CMSS et les RSS devraient évaluer l'efficacité des moyens existants utilisés pour demander de l'aide en cas de violence ou de risque de violence au travail. Des recommandations devraient être formulées pour combler toute lacune identifiée. Les travailleurs et travailleuses doivent connaître l'utilisation et les limites des dispositifs (par exemple, les zones mortes), savoir quand les utiliser, et comment et quand les tester.

Les équipes d'intervention doivent être identifiées. Les travailleurs et travailleuses doivent savoir que, quel que soit le moyen utilisé (bidirectionnel, interphone), il y a toujours quelqu'un au bout du fil. Des dispositifs de secours peuvent être nécessaires.

5. **Utilisation de téléphones cellulaires** – Le CMSS/RSS devraient examiner les politiques et les programmes de leur employeur concernant l'utilisation de téléphones cellulaires pour communiquer en cas de violence au travail. En général, les téléphones personnels ne devraient pas être utilisés au travail. Si l'employeur exige leur utilisation, ses politiques et programmes doivent le préciser. Dans certaines circonstances, les téléphones cellulaires peuvent être utilisés pour communiquer en cas d'urgence ou hors site. Cependant, leur utilisation quotidienne pour demander de l'aide en cas d'incidents de violence au travail soulève de vives inquiétudes et doit être évitée.

6. **Plans de sécurité** – Le CMSS/RSS devraient examiner périodiquement les plans de sécurité fournis au personnel pour s'assurer qu'ils sont conformes à la politique et au programme de lutte contre la VT de l'employeur, ainsi qu'aux résultats d'évaluation. Par exemple, si les travailleurs et travailleuses doivent utiliser des ÉPI ou des stratégies de désescalade de l'employeur, le plan de sécurité doit préciser quand utiliser l'équipement ou employer la stratégie. Le personnel devrait pouvoir donner son avis sur les plans de sécurité avant leur mise en œuvre. Les superviseurs doivent connaître les plans de sécurité pour s'assurer que les mesures et les procédures sont mises en œuvre de manière efficace.

Consultez: <https://www.ontario.ca/document/workplace-violence-school-boards-guide-law/student-safety-plan>

7. **Soutien aux sections locales du SCFP et aux représentant(e)s, responsables et membres des comités de santé et de sécurité du SCFP** – Le CSCSO devrait adopter une stratégie en matière d'éducation et d'information pour s'assurer que les membres peuvent se familiariser avec leurs droits en matière de santé et sécurité relatif à la VT dans le cadre de leur travail quotidien.
8. **Une meilleure mise en application dans le secteur** – Le CSCSO devrait adopter une stratégie pour faire pression sur le MTIFDC afin d'améliorer et d'étendre les initiatives de mise en application dans le secteur de la maternelle à la 12<sup>e</sup> année.

Préparé pour le CSCSO par

**Paul Sylvestre**

Représentant du SCFP national – Santé et sécurité,  
bureau régional de l'Ontario  
80, promenade Commerce Valley E,  
Markham (Ontario), L3T 0B2  
T: 289-982-3292  
[psylvestre@cupe.ca](mailto:psylvestre@cupe.ca)



**Liste des annexes**

- A. RVT notables
- i. Ottawa-Carleton DSB Goulbourn, le 24 février
  - ii. Thames Valley DSB Montcalm, le 28 mars
  - iii. Thames Valley DSB College Ave, le 30 mars
  - iv. York Region DSB Mount Albert, le 28 mars
  - v. Toronto DSB Weston, le 30 mars
  - vi. Toronto DSB Kipling, le 31 mars
  - vii. Toronto DSB Lord Dufferin, le 23 mars

- viii. Bluewater DSB Peninsula Shores, le 22 mars
  - ix. Near North DSB Woodland, le 21 février
  - x. Thames Valley DSB Strathroy CI, le 8 mars
  - xi. Simcoe County DSB Education Center, le 8 mars
  - xii. York Catholic DSB St. David, le 27 février
  - xiii. Grand Erie DSB Prince Charles, le 24 mars
- B. Boîte à outils de l'initiative à l'intention des inspecteurs
  - C. Initiative du MTIFDC- Note de service du SCFP aux sections locales du SCFP dans le secteur de la maternelle à la 12<sup>e</sup> année – La violence au travail dans le secteur de l'éducation
  - D. CSCSO - Tableau des RVT collectés – Initiative sur la violence au travail
  - E. Résumé ministériel en format PowerPoint

:lg/cope491

Operations Division  
Occupational Health and Safety

## Field Visit Report

Page 1 of 5

OHS Case ID: 02919SDTQ782

Field Visit no: 02919SDTQ783

Visit Date: 2023-FEB-24

Field Visit Type: INITIAL

Workplace Identification: GOULBOURN MIDDLE SCHOOL

Notice ID:

2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8

Telephone:  
(613) 836-1312JHSC Status:  
ActiveWork Force #:  
32

Completed %:

Persons Contacted:

Visit Purpose: VIOLENCE IN THE WORKPLACE EDUCATION INITIATIVE 2023

Visit Location: OFFICE, HEALTH AND SAFETY BOARD AND ADMINISTRATION REVIEW

Visit Summary: THERE ARE ORDERS ISSUED TO THE EMPLOYER WITH THIS REPORT. NOTICE A COPY OF THIS REPORT SHALL BE POSTED FOR WORKERS AND COPY PROVIDED TO THE JOINT HEALTH AND SAFETY COMMITTEE MEMBERS

## Detailed Narrative:

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

This Initiative focuses on:

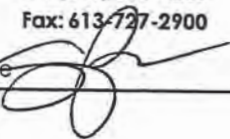
- Provision of information, instruction, and supervision, including for occasional workers. o Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as: § moving between classrooms
- returning to school after prolonged absences
- non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

You can call the Ministry of Labour at 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

The following was discussed or discovered with the workplace parties:

Health and Safety Bulletin Board contained the following -

- copy of the Occupational Health and Safety Act
- Copy of the Occupational Health and Safety Policy (Review in last year)
- Copy of the Violence Prevention Policy / Program (Review in last year)
- Copy of the Harassment Prevention Policy / Program (Review in last year)
- Copy of the Prevention Starts Here Poster

| Recipient | Inspector Data                                                                      | Worker Representative |
|-----------|-------------------------------------------------------------------------------------|-----------------------|
| Name      | STEVE BRENNAN                                                                       |                       |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                     |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                         |                       |
| Title     | 347 Preston St. 4th flr, Ottawa, ON, K1S 3J4                                        |                       |
|           | HSOttawaDistrict@ontario.ca                                                         |                       |
|           | Tel: (613) 295-4257                                                                 |                       |
|           | Fax: 613-727-2900                                                                   |                       |
| Signature |  |                       |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 2 of 5

OHS Case ID: **02919SDTQ782**

Field Visit no: **02919SDTQ783**

Visit Date: **2023-FEB-24**

Field Visit Type: **INITIAL**

Workplace Identification: **GOULBOURN MIDDLE SCHOOL**

Notice ID:

**2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8**

- Copies of the Joint Health and Safety Committee Multisite Terms of Reference
- Names and Contact number of the Joint Health and Safety Committee Members
- Copies of the Committee Meeting Minutes (last approved December 2022)
- Copies of the Workplace Safety Inspections
- as well as misc policies, procedures and health information.

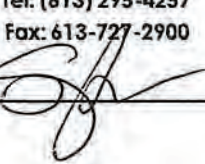
### Provision of Information, Instruction and Supervision:

The employer and committee worker member stated that all new and returning workers are trained on the Violence Policy and Procedures:

- employee reporting
- using the reporting forms electronically and hand written forms
- Understanding Safety Plans and triggers of students
- Workers can access the Plan and all information and Equipment Available on the Board's internal website
- Copies of the Assessments for Violence are not posted or available in the school at the moment.

### INFORMATION FROM THE COMMITTEE:

- The Committee Co-Chair Stated that the Re-assessment Process is under review by the committee - Currently the assessment forms used are more of a survey and less of an assessment in they are lacking of information or explanation of a particular answer in the form. Reminder the employer in consultation with the committee must assess the potential for violence and implement measures and procedures to prevent, reduce or eliminate the potential for violence. As much information as possible to make the right decision on measures to prevent violence should be strived for.
- The employer and Committee member stated that one violent incident was recorded at this school for the year 2022/2023 that was resolved without use of external resources and no reports of violence in the year 2021/2022.
- The situation was investigated, and prevention measures and update of a safety plan was initiated.
- The Committee stated it endeavours to assess or re-assess each school in the board on a 2-3 year basis at the least. However, the Plans for re-assessing Goulbourn Middle School were not available, nor was a copy of the last re-assessment available in the workplace. The last re-assessment was deemed to be possibly before the Pandemic or the year 2019. ORDER WAS ISSUED - to perform the re-assessment because of many changes at the school - like communications.
- The Committee Member stated there are no outstanding issues or recommendations for this school regarding Violence currently at the Committee Table.

| Recipient                                                                                     | Inspector Data                                                                                                                                                                            | Worker Representative                                                                           |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name _____                                                                                    | <b>STEVE BRENNAN</b>                                                                                                                                                                      | Name _____                                                                                      |
| Title _____                                                                                   | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>347 Preston St. 4th flr, Ottawa, ON, K1S 3J4<br>HSOttawaDistrict@ontario.ca<br>Tel: (613) 295-4257<br>Fax: 613-727-2900 | Title _____                                                                                     |
| Signature  | Signature                                                                                              | Signature  |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 3 of 5

OHS Case ID: **02919SDTQ782**

Field Visit no: **02919SDTQ783**

Visit Date: **2023-FEB-24**

Field Visit Type: **INITIAL**

Workplace Identification: **GOULBOURN MIDDLE SCHOOL**

Notice ID:

**2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8**

### INFORMATION PROVIDED AT SCHOOL LEVEL:

- The employer reports only 5 students at the workplace with a safety plan.
- Educational Assistant have been assigned to either the student or the classroom for support
- The Safety Plan is required reading for all employees who may come into contact - and placement of a new teacher (emergency replacement) would not involve working in the class where the safety plan is located.
- All Temporary Teachers or Occasional Teachers are provided with a package that orients the staff with the safety plan holders, guest staff handbook and other information needed to work in the school.
- The employer stated that the Safety Plans are a living document and are updated as necessary - especially if triggers change or behaviours change to correct issues.
- Personal Protective Equipment is not recommended at this school for any safety plans currently on file.
- The employer reports no issues with transition of any of the students with safety plans.
- The employer stated Worker Safety Plan have also been initiated in the past do to outside the school issues
- Both the Principal and Vice Principal are key contacts and carry portable radios and are available to respond immediately.
- both the Principal and Board Office are aware of the Reporting Protocols to the Ministry of Labour- 51,52 sections of the Act.

### COMMUNICATIONS FOR IMMEDIATE ASSISTANCE:

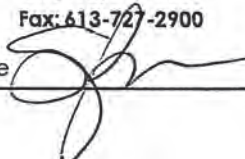
The employer reports that not all yard teachers can be provided with a radio as there are only 6 radios on site. There are 5 teachers required in the yard during recess and workers are sometimes relying on cell phones to communicate with other staff.

One radio remains with the Principal or Vice Principal and one remains in the office with administrative staff. Issues with reception and transmission of the radios on the grounds have also been reported- that in some areas of the facility the radios can not communicate.

### END OF REPORT

### External Resources

Workplace violence in school boards: A guide to the law | [ontario.ca](https://ontario.ca)  
Understand the law on workplace violence and harassment | [ontario.ca](https://ontario.ca)  
Preventing workplace violence and workplace harassment | [ontario.ca](https://ontario.ca)  
Guide to the Occupational Health and Safety Act | [ontario.ca](https://ontario.ca)

| Recipient                                                                                              | Inspector Data                                                                                                                                                                                                    | Worker Representative                                                                                    |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Name _____                                                                                             | <b>STEVE BRENNAN</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>347 Preston St. 4th flr, Ottawa, ON, K1S 3J4<br>HSOttawaDistrict@ontario.ca<br>Tel: (613) 295-4257<br>Fax: 613-727-2900 | Name _____                                                                                               |
| Title _____                                                                                            |                                                                                                                                                                                                                   | Title _____                                                                                              |
| Signature _____<br> | Signature _____<br>                                                                                                            | Signature _____<br> |

Operations      Occupational  
Division      Health and Safety

## Field Visit Report

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OHS Case ID: **02919SDTQ782**

Field Visit no: **02919SDTQ783**

Visit Date: **2023-FEB-24**

Field Visit Type: **INITIAL**

Workplace Identification: **GOULBOURN MIDDLE SCHOOL**

Notice ID:

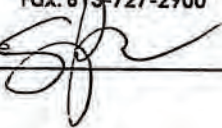
**2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8**

Supervisors under the Occupational Health and Safety Act | [ontario.ca](http://ontario.ca)

Part V: Right to refuse or to stop work where health and safety in danger | Guide to the Occupational Health and Safety Act | [ontario.ca](http://ontario.ca)

Reg. 857: TEACHERS ([ontario.ca](http://ontario.ca))

Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit for the Education Sector ([pshsa.ca](http://pshsa.ca)).

| Recipient                                                                                              | Inspector Data                                                                                                                                                                            | Worker Representative                                                                                    |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Name _____                                                                                             | <b>STEVE BRENNAN</b>                                                                                                                                                                      | Name _____                                                                                               |
| Title _____                                                                                            | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>347 Preston St. 4th flr, Ottawa, ON, K1S 3J4<br>HSOttawaDistrict@ontario.ca<br>Tel: (613) 295-4257<br>Fax: 613-727-2900 | Title _____                                                                                              |
| Signature _____<br> | Signature _____<br>                                                                                    | Signature _____<br> |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 5 of 5

OHS Case ID: **02919SDTQ782**

Field Visit no: **02919SDTQ783**

Visit Date: **2023-FEB-24**

Field Visit Type: **INITIAL**

Workplace Identification: **GOULBOURN MIDDLE SCHOOL**

Notice ID:

**2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8**

Order(s) /Requirement(s) Issued To:

To:

Org/Ind Role

**OTTAWA CARLETON DISTRICT SCHOOL BOARD**

**Primary Employer**

Mailing Address:

**133 GREENBANK RD, OTTAWA, ON, CA K2H 6L3**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No                  | Type        | ActReg     | Year        | Sec.          | Sub      | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                        | Comply by Date     |
|---------------------|-------------|------------|-------------|---------------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                     | Code        |            |             |               |          | Sec.   |                                                                                                                                                                                                                                                                                                                                                  |                    |
| <b>1</b>            | <b>Time</b> | <b>OHS</b> | <b>1990</b> | <b>32.0.3</b> | <b>4</b> |        | <b>The employer shall reassess the risks of workplace violence as often as is necessary. At the time of the inspection, it could not be established as to when the last assessment had been completed, and there have been significant changes to the workplace like communications that would affect aspects of workplace violence program.</b> | <b>2023-APR-28</b> |
| <b>02919SDTR784</b> |             |            |             |               |          |        |                                                                                                                                                                                                                                                                                                                                                  |                    |

Recipient

Inspector Data

Worker Representative

**STEVE BRENNAN**

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
347 Preston St. 4th flr, Ottawa, ON, K1S 3J4  
HSOttawaDistrict@ontario.ca  
Tel: (613) 295-4257  
Fax: 613-727-2900

Name

Name

Title

Title

Signature

Signature

Signature

**Safe At Work**

Operations Division Occupational  
Health and Safety

Return To:  
**STEVE BRENNAN**  
O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
347 Preston St. 4th flr, Ottawa, ON, K1S 3J4  
HSOttawaDistrict@ontario.ca  
Tel: (613) 295-4257  
Fax: 613-727-2900

**Notice of Compliance**

Page 1 of 1

OHS Case ID: **02919SDTQ782**  
Field Visit No: **02919SDTQ783**

Visit Date : **2023-FEB-24**

Workplace Identification: **GOULBOURN MIDDLE SCHOOL**  
**2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8**

Notice ID:

**Take Notice**

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

Order(s) / Requirement(s) Issued:

To: **OTTAWA CARLETON DISTRICT SCHOOL BOARD** Role  
**Primary Employer**

Mailing Address:  
**133 GREENBANK RD, OTTAWA, ON, CA K2H 6L3**

Order(s) / Requirement(s) Description:

You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.

| No.          | Type | Act/Reg | Year | Sec.   | Sub<br>Sec. | Clause | Compliance Details /<br>Date | JHSC Worker Member / Comply by<br>Worker Representative Date:                   |
|--------------|------|---------|------|--------|-------------|--------|------------------------------|---------------------------------------------------------------------------------|
| 1            | Time | OHSA    | 1990 | 32.0.3 | 4           |        |                              | <input type="checkbox"/> Agree 2023-APR-28<br><input type="checkbox"/> Disagree |
| 02919SDTR784 |      |         |      |        |             |        |                              |                                                                                 |

(Signature)

Form completed by: \_\_\_\_\_

Title: \_\_\_\_\_

For / on behalf of \_\_\_\_\_

Signature: \_\_\_\_\_

Joint Health and Safety Committee Member representing workers  
or Worker Representative agrees or disagrees that compliance  
has been achieved with all the Order(s) as indicated above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Operations Division  
Occupational Health and Safety

## Field Visit Report

Page 1 of 10

OHS Case ID: 04377SGKS724

Field Visit no: 04377SGKS725

Visit Date: 2023-MAR-28

Field Visit Type: INITIAL

Workplace Identification: MONTCALM SECONDARY SCHOOL  
1350 HIGHBURY AVENUE, LONDON, ON, CANADA N5Y 1B5

Notice ID:

Telephone:  
(519) 452-2730JHSC Status:  
ActiveWork Force #:  
120

Completed %:

Persons Contacted:



Visit Purpose: PROACTIVE INSPECTION: WORKPLACE VIOLENCE IN EDUCATION INITIATIVE

Visit Location: 1350 HIGHBURY AVE, LONDON - PRINCIPAL'S OFFICE, FIRST AID SPACE (RM 115), HEALTH CARE (RM 130), HOSPITALITY (RM 131), GREEN INDUSTRIES (RM 129B), STAFF ROOM (RM 200A), TRANSITION ROOM (RM 176)

Visit Summary: ORDERS ISSUED - SEE DETAILED NARRATIVE

## Detailed Narrative:

## PURPOSE OF INSPECTION

A pro-active workplace inspection as per the Ministry of Labour's Workplace Violence in Education Initiative that runs from February 1st to March 31, 2023, was completed at this workplace by the Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD) to monitor compliance with the Occupational Health & Safety Act and its regulations as applied to worker exposure to violence in the workplace. This Inspector was accompanied by MLITSD Inspector Sean Spanton at the time of visit.

## Workplace Violence in Education Initiative

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

## This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
- Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as:
  - moving between classrooms
  - returning to school after prolonged absences
  - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

## Recipient

Name

Title

Signature



## Inspector Data

Patricia Capling

O.H.S.A. &amp; B.O.S.T.A. INSPECTOR

PROVINCIAL OFFENCES OFFICER

217 York Street 5th Floor, London ON N6A 5P9

Tel: (519) 630-9648

Fax: (519) 672-0268

Signature

Patricia Capling

## Worker Representative

Name

Title

Signature



Operations Division  
Occupational Health and Safety

Field Visit Report

Page 2 of 10

OHS Case ID: **04377SGKS724**

Field Visit no: **04377SGKS725**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MONTCALM SECONDARY SCHOOL  
1350 Highbury Avenue, London, ON, Canada N5Y 1B5**

Notice ID:

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

ITEMS DISCUSSED WITH THE PERSONS CONTACTED/INSPECTOR FINDINGS:

The Inspectors met with the persons contacted and discussed the focus of the Workplace Violence in Education Initiative. Requirements with respect to workplace violence under the OHS/A/90 were discussed with the persons contacted. The Inspector's attended the Principal's Office, First Aid Space (Rm 115), Health Care (Rm 130), Hospitality (Rm 131), Green Industries (Rm 129B), Staff Room (Rm 200A), Transition Room (Rm 176) to review and discuss measures implemented in the workplace for the protection of workers from workplace violence.

The following documents were provided to this Inspector prior to attending the workplace and reviewed/discussed with the persons contacted at the time of visit:

- #02184 2021 Violence Hazard Re-Assessment - Montcalm Secondary School, Dated: Jun 28, 2021 (2 pages)
- Employee Incident Reporting and Violent Incidents Overview, Jan 2023 (10 pages)
- Montcalm SS Workplace Violence Incidents Summary, 2022-2023 (Spreadsheet) - 7 Recorded Incidents
- Montcalm SS Workplace Violence Incidents Summary, 2021-2022 (Spreadsheet) - 11 Recorded Incidents
- Violence in the Workplace Policy, Policy No. 3011, Date: 15-June-2010 (1 pages)
- Violence in the Workplace Procedure, Procedure No. 3011a, Date: 23-Jan-2018 (10 pages)
- Domestic Violence in the Workplace, Procedure No. 2005I, Date: 20-Dec-2011 (3 pages)
- Workplace/Personal Staff Safety, Procedure, Date: Unknown (4 pages)
- Management of Aggressive Behaviour, Procedure No. 4008F, Date: 27-Nov-17 (20 pages)
- TVDSB Training Matrix (1 page)
- Individual Behaviour Plan (IBP), Quick Reference, September 2022 (2 pages)
- Management of Aggressive Behaviour Safety Plan, Quick Reference, April 2020 (2 pages)

Note: The policy with respect to workplace violence was observed posted on the health and safety board in the employee staff room at the time of visit.

WORKPLACE VIOLENCE INCIDENTS:

The Inspectors reviewed and discussed with the persons contacted the Montcalm Workplace Violence Incidents Summary for 2021-2023 and 2022-2023. At the time of visit workers had reported 7 incidents of workplace violence since September 2022, with 4 out of the 7 incidents reported by Teachers working directly with students that have developed Management of Aggressive Behaviour Safety Plans (MOABS). The reported

| Recipient | Inspector Data                                 | Worker Representative |
|-----------|------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b>                        |                       |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                | Name                  |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
| Title     | 217 York Street, 5th Floor, London, ON N6A 5P9 | Title                 |
|           | Tel: (519) 630-9648                            |                       |
|           | Fax: (519) 672-0268                            |                       |
| Signature | Signature <i>Patricia Capling</i>              | Signature             |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 10

OHS Case ID: 04377SGKS724

Field Visit no: 04377SGKS725

Visit Date: 2023-MAR-28

Field Visit Type: INITIAL

Workplace Identification: MONTCALM SECONDARY SCHOOL

Notice ID:

1350 Highbury Avenue, London, ON, Canada N5Y 1B5

Incidents of violence were discussed at the time of visit, including the details of the incidents and actions taken as a result of the investigation.

The persons contacted indicated that there are methods in place for responding, reporting, documenting and investigation violent incidents at the workplace. Workers are trained on workplace violence reporting guidelines and requirements during orientation and at least annually at the workplace. Workers were provided with information and instruction on the newly implemented E-base reporting database for incidents through an online training module during the 1st PD day of the 2022-23 school year.

When discussing the number of reported incidents at the workplace for the current school year, the persons contacted indicated that the actual number of violent incidents is greater than the reported number and that not all workers in the workplace are knowledgeable of, or adhering to, the reporting requirements, methods utilized for reporting (EIRIF, SSIR and QR Code) and the investigation process relating to workplace violence incidents. (ORDER ISSUED)

The employer and workers at the workplace are reminded that, as per OHSA/90 s. 32.0.5, Duties re Violence: s. 32.0.5 (1) For greater certainty, the employer duties set out in section 25, the supervisor duties set out in section 27, and the worker duties set out in section 28 apply, as appropriate, with respect to workplace violence, and

s. 32.0.5 (2)(a) An employer shall provide a worker with information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence.

WORKPLACE VIOLENCE RISK ASSESSMENT:

The Inspectors reviewed and discussed the provided #02184 2021 Violence Hazard Re-Assessment - Montcalm Secondary School, Dated: Jun 28, 2021. Note: the original violence risk assessment for the workplace was not available for review at the time of visit. The workplace violence re-assessment reviewed at the time of visit considers and assesses the following risks:

- worker training on violence
- staff express safety concerns
- increased in school suspensions and/or workplace violence incidents
- changes that could impact workplace violence
- increase in the number of safety plans

When discussing the risks of violence at the workplace, the persons contacted indicated that conditions and type of work in the workplace had changed over the last few years, such as:

| Recipient | Inspector Data                                                                                                                       | Worker Representative |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | Patricia Capling<br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Name                  |
| Title     | Tel: (519) 630-9648<br>Fax: (519) 672-0268                                                                                           | Title                 |
| Signature | Signature Patricia Capling                                                                                                           | Signature             |

Operations Division  
Occupational Health and Safety

Field Visit Report

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OHS Case ID: **04377SGKS724**

Field Visit no: **04377SGKS725**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MONTCALM SECONDARY SCHOOL**

Notice ID:

**1350 Highbury Avenue, London, ON, Canada N5Y 1B5**

- weapons on-site,
- changes in student population,
- community incidents, and
- introduction of new programs

that were not captured during previous risk assessments of violence carried out at the workplace (ORDER ISSUED)

The Inspectors discussed the requirement for employer to assess the risk of workplace violence at the workplace location (assessed for its own unique risks of workplace violence in addition to the common risks) that may arise from:

- The nature of the workplace (refers to the physical aspects of the workplace, whether it is a building, construction site, vehicle, or forest including workplace lighting, lines of sight, depth of counters, entrances, exits and objects that could be used to hurt workers).
- The type of work (refers to the activities workers perform (such as handling cash), the sector of work (such as education, health care) and people with whom workers interact (such as students, parents or community members) OR
- The conditions of work (refers to other aspects such as hours worked, the surrounding neighbourhood and whether workers move from location to location, work alone or in isolation.)

It is this Inspector's expectation, and the employer's responsibility to ensure that the risks of violence identified through the assessment are clearly defined and based on nature, type and conditions of work, and that the developed program for workplace violence includes measures and procedures to control the risks identified in the assessment, including the means for summoning immediate assistance, required under subsection 32.0.3 (1) as likely to expose a worker to physical injury.

It is also the expectation of this Inspector that workplace specific training on violence includes the risks of violence identified through the risk assessment process and the control measures implemented, including requirements and limitations of the measures, to mitigate the risks for the protection of workers.

The employer is reminded of the requirements, as per OHS/A/90 s.32.0.3(3)(a) that an employer shall, advise the committee or a health and safety representative, if any, of the results of the assessment, and provide a copy if the assessment is in writing.

WORKPLACE VIOLENCE PROGRAM/MEASURES:

The program and measures in place at the workplace with respect to workplace violence were reviewed,

Recipient

Inspector Data

Worker Representative

Name

**Patricia Capling**

Name

Title

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Title

Signature

Signature

Tel: (519) 630-9648

Fax: (519) 672-0268

*Patricia Capling*

Signature

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 5 of 10

OHS Case ID: **04377SGKS724**

Field Visit no: **04377SGKS725**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MONTCALM SECONDARY SCHOOL  
1350 Highbury Avenue, London, ON, Canada N5Y 1B5**

Notice ID:

discussed and observed at the time of visit with the persons contacted. The developed program with respect to workplace violence for the workplace was provided to, and reviewed by, this Inspector prior to attending the workplace.

Some methods observed and discussed in place at the workplace include:

- continuous security and EA patrol of the workplace during school hours
- locked doors to control access (see below)
- video surveillance system (see below)
- developed emergency lock-down procedure
- walkie-talkies/PA systems/personal phones are tools used to call for assistance (see below)
- MOABS and additional communication tools utilized to communicate student specific information to teachers, EAs and support workers who may work directly with a student with an identified risk of violence (see below)
- daily debrief with the teacher, EA(s) and support workers, as applicable, working in the Transitions program to discuss trends or changes in students

Note: It was reported that no Personal Protective Equipment (PPE) is required for use by workers as a precaution to protect workers from violence at this workplace, based on the current developed Management of Aggressive Behaviour Plans for students at the workplace.

Walkie-Talkies are assigned to EAs (Education Assistants), LST (Learning Support Teachers) and SPST (Student Program Support Teacher), Principal/Vice Principal and some teachers working directly with identified high risk students, as applicable. The walkie-talkies provided to workers are charged in the area of use and checked daily prior to use.

Note: The employer is encouraged by this Inspector to consider service interruptions/dead zones, accessibility and available communication methods between workers relating to walkie-talkies, phones (personal or school board issued) and PA systems utilized for summoning immediate assistance during the violence risk assessment process.

The persons contacted indicated that security cameras observed located throughout the workplace are not monitored and are utilized to review incidents. Access doors to the workplace are locked, with the exception of the main front and back doors, as well as potential access through custodial and classrooms (eg. green industries rooms) where exterior access may be required. It is this Inspector's expectation, and the employer's responsibility to ensure, that workers are aware of the use and limitation of the security measures (eg. cameras,

Recipient

Inspector Data

Worker Representative

**Patricia Capling**

O.H.S.A. & B.O.S.T.A. INSPECTOR

PROVINCIAL OFFENCES OFFICER

217 York Street, 5th Floor, London, ON N6A 5P9

Tel: (519) 630-9648

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Signature *Patricia Capling*

Name

Title

Signature

Title

Signature

Operations Division Occupational  
Health and Safety

Field Visit Report

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OHS Case ID: **04377SGKS724**

Field Visit no: **04377SGKS725**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MONTCALM SECONDARY SCHOOL**

Notice ID:

**1350 Highbury Avenue, London, ON, Canada N5Y 1B5**

controlled access points, security patrol) in place at the workplace to ensure worker safety. It is also the employer's responsibility to ensure availability, use and maintenance of the walkie-talkies, phones, cameras and other equipment utilized for the protection of workers.

Note: The employer is encouraged by this Inspector to consider potential risks of violence associated to access points, blind spots/line of sight, lighting, stairwells, exterior buildings, video surveillance, accessible tools, first aid rooms, technology rooms etc. during the violence risk assessment process.

The Management of Aggressive Behaviour Safety Plans (MOABS) are used to capture and provided workers information on a students identified as a risk of violence requiring behavioural support including known behaviour, behavioural triggers, pre-cursors (on-set) identifiers and de-escalation techniques. The plans are developed jointly with workplace parties (Principal/VP, LST, Support Teams and other workers) and the parent/guardian for the student, as applicable.

Workers who are expected to come in contact with the identified student are provided with the MOABS prior to the start of the semester, or as early as possible upon receipt or completion of development. Updates to the plans are typically done by the Special Education Teacher with the assistance of the Principal/Vice Principal, support worker, LST, the EA working with the student and the parent/guardian for the student, as applicable. Updated information and plans are provided to workers who are expected to come in contact with the student through updated plans, verbal communications, and/or written communication (emails or texts).

The employer is reminded that, as per OHS/A/90 s. 32.0.2(2) the program shall,

- (a) include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury;
- (b) include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur;
- (c) include measures and procedures for workers to report incidents of workplace violence to the employer or supervisor;
- (d) set out how the employer will investigate and deal with incidents or complaints of workplace violence

The employer is encouraged to review the developed workplace violence program for the workplace to ensure the program includes all the required elements, as outlined above, and the control measures implemented specific to the workplace to address the identified risks of violence through the completed site-specific assessment.

| Recipient | Inspector Data                                 | Worker Representative |
|-----------|------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b>                        |                       |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                | Name                  |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
| Title     | 217 York Street, 5th Floor, London, ON N6A 5P9 | Title                 |
|           | Tel: (519) 630-9648                            |                       |
|           | Fax: (519) 672-0268                            |                       |
| Signature | Signature <i>Patricia Capling</i>              | Signature             |

Operations Division      Occupational  
Health and Safety

Field Visit Report

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OHS Case ID: 04377SGKS724

Field Visit no: 04377SGKS725

Visit Date: 2023-MAR-28

Field Visit Type: INITIAL

Workplace Identification: MONTCALM SECONDARY SCHOOL

Notice ID:

1350 Highbury Avenue, London, ON, Canada N5Y 1B5

INFORMATION AND INSTRUCTION:

Information and instructions for workers with respect to workplace violence was discussed with the persons contacted. It was stated that all workers receive training on workplace violence at hire as well as annual refresher on workplace violence including the policy, procedures (reporting requirements for incidents of violence and Management of Aggressive Behaviour Safety Plans) and workplace measures in place to protect workers from violence.

Additional Behaviour Management Systems (BMS) training is provided to EAs, Developmental Classroom Teachers (LST) and behavioural support workers, as applicable, working directly with students who have a developed Management of Aggressive Behaviour Plan and pose a risk of violence to workers.

When discussing worker information and instruction, specifically teachers and administrative staff (Principal/Vice Principal(s)), to mitigate the risk of violence, such as situational awareness, de-escalation techniques, conflict avoidance, etc., the persons contacted indicated that not all teachers and administration staff identified to be at potential risk of workplace violence at the workplace had received adequate training to protect workers from workplace violence. (ORDER ISSUED)

Student specific information and instruction is provided to workers who work directly with student identified as a risk of violence requiring behavioural support through the documented Management of Aggressive Behaviour Safety Plans. All teachers, EAs, support workers and occasional/itinerant workers are required to review the plans prior to working with the student. Information was confirmed as available to workers in the Green Industries and Transitions classrooms at the time of visit. In addition, Administration staff have access to developed MOABS plans through an online database.

It is the expectation of this Inspector, and the employer's responsibility to ensure, that methods are in place to ensure observed changes in behaviour of a student that could potentially put a worker at a risk of violence are consistently communication between worker's that may encounter violent behaviour from that student and that guidelines for an assessment of observed violent behaviour trends of a student not captured through the MOABS or IBPs, are defined and carried out by workers.

The employer is reminded that, as per OHS/A/90 s.32.0.5(3), an employer's duty to provide information to a worker under clause 25 (2) (a) and a supervisor's duty to advise a worker under clause 27 (2) (a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

(a) the worker can be expected to encounter that person in the course of his or her work; and

| Recipient |  | Inspector Data                                                                                                                              | Worker Representative |  |
|-----------|--|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|
| Name      |  | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Name                  |  |
| Title     |  | Tel: (519) 630-9648<br>Fax: (519) 672-0268                                                                                                  | Title                 |  |
| Signature |  | Signature <i>Patricia Capling</i>                                                                                                           | Signature             |  |

Operations Division  
Occupational Health and Safety

Field Visit Report

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OHS Case ID: 04377SGKS724

Field Visit no: 04377SGKS725

Visit Date: 2023-MAR-28

Field Visit Type: INITIAL

Workplace Identification: **MONTCALM SECONDARY SCHOOL**  
**1350 Highbury Avenue, London, ON, Canada N5Y 1B5**

Notice ID:

(b) the risk of workplace violence is likely to expose the worker to physical injury.

NOTE: NOT ALL AREAS OF THE WORKPLACE WERE INSPECTED AT THE TIME OF THIS VISIT

RESOURCES FOR EMPLOYER SPECIFIC TO THIS INITIATIVE:

- Workplace violence in school boards: A guide to the law | ontario.ca  
<<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law>>
- Understand the law on workplace violence and harassment | ontario.ca  
<<https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment>>
- Preventing workplace violence and workplace harassment | ontario.ca  
<<https://www.ontario.ca/page/preventing-workplace-violence-and-workplace-harassment>>
- Guide to the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act>>
- Supervisors under the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/page/supervisors-under-occupational-health-and-safety-act>>
- Part V: Right to refuse or to stop work where health and safety in danger | Guide to the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>>
- R.R.O. 1990, Reg. 857: TEACHERS (ontario.ca) <<https://www.ontario.ca/laws/regulation/900857>>
- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit for the Education Sector (pshsa.ca)  
<<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>>

ASSISTANCE:

For more information on the Occupational Health and Safety Act, 1990 and all regulations under the OHSA/90 or to notify the MLTSD of fatalities, critical injuries, work refusals, reprisals and unsafe work practices, for the western region, call the Health & Safety Contact Centre - Toll-free: 1-877-202-0008 TTY: 1-855-653-9260. MLTSD's Enforcement Strategy and additional health and safety information can be accessed at <<https://www.ontario.ca/page/workplace-health-and-safety>>

Pursuant to OHSA/90 section 57, subsection (10 a), THE EMPLOYER SHALL FORTHWITH POST A COPY OF THIS ENTIRE REPORT IN THE WORKPLACE WHERE IT WILL COME TO THE ATTENTION OF WORKERS.

Recipient

Inspector Data

Worker Representative

Patricia Capling

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

17 York Street, 5th Floor, London, ON N6A 5P9

Tel: (519) 630-9648

Fax: (519) 672-0268

Signature *Patricia Capling*

Name

Title

Signature

Name

Title

Signature

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 9 of 10

OHS Case ID: 04377SGKS724

Field Visit no: 04377SGKS725

Visit Date: 2023-MAR-28

Field Visit Type: INITIAL

Workplace Identification: MONTCALM SECONDARY SCHOOL

Notice ID:

1350 Highbury Avenue, London, ON, Canada N5Y 1B5

Order(s) / Requirement(s) Issued To:

To:  
THAMES VALLEY DISTRICT SCHOOL BOARD

Org/Ind Role  
Primary Employer

Mailing Address:

1250 DUNDAS ST, LONDON, ON, CA N6A 5L1

Order(s) / Requirement(s) Description:

You are required to comply with the order(s) / requirement(s) by the dates listed below.

| No           | Type Code | Act/Reg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Comply by Date |
|--------------|-----------|---------|------|--------|----------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time      | OHSA    | 1990 | 25     | 2        | a      | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker from workplace violence. At the time of visit the persons contacted indicated that the actual number of violent incidents is greater than the reported number and that not all workers in the workplace are knowledgeable of, or adhering to, the workplace violence reporting requirements, methods utilized for reporting (EIRIF, SSIR and QR Code) and the investigation process relating to workplace violence incidents. | 2023-MAY-19    |
| 04377SGKZ726 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |
| 2            | Time      | OHSA    | 1990 | 25     | 2        | a      | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker from workplace violence. At the time of visit, not all teachers and administration staff identified to be at potential risk of workplace violence at the workplace had received adequate information and instruction to protect workers from workplace violence.                                                                                                                                                              | 2023-MAY-19    |
| 04377SGKZ727 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |
| 3            | Time      | OHSA    | 1990 | 32.0.3 | 4        |        | The employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the                                                                                                                                                                                                                                                                                                                                                                                                  | 2023-APR-28    |
| 04377SGKZ728 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |

| Recipient |  | Inspector Data                                                                                                   | Worker Representative |  |
|-----------|--|------------------------------------------------------------------------------------------------------------------|-----------------------|--|
| Name      |  | Patricia Capling                                                                                                 | Name                  |  |
| Title     |  | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Title                 |  |
| Signature |  | Tel: (519) 630-9648<br>Fax: (519) 672-0268<br>Signature Patricia Capling                                         | Signature             |  |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 10 of 10

OHS Case ID: 04377SGKS724

Field Visit no: 04377SGKS725

Visit Date: 2023-MAR-28

Field Visit Type: INITIAL

Workplace Identification: MONTCALM SECONDARY SCHOOL

Notice ID:

1350 Highbury Avenue, London, ON, Canada N5Y 1B5

Order(s) / Requirement(s) Issued To:

To: THAMES VALLEY DISTRICT SCHOOL BOARD  
Org/Ind Role: Primary Employer

Mailing Address:

1250 DUNDAS ST, LONDON, ON, CA N6A 5L1

Order(s) / Requirement(s) Description:

You are required to comply with the order(s) / requirement(s) by the dates listed below.

| No | Type Code | Act/Reg | Year | Sec. | Sub Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|-----------|---------|------|------|----------|--------|---------------------------|----------------|
|----|-----------|---------|------|------|----------|--------|---------------------------|----------------|

related program under subsection 32.0.2 (1)  
continue to protect workers from workplace  
violence. At the time of visit conditions and type of  
work in the workplace had changed over the last  
few years that were not captured during previous  
assessments of risks of violence carried out at the  
workplace.

Recipient

Inspector Data

Worker Representative

Name

Title

Signature

Patricia Capling

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

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Tel: (519) 630-9648

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Signature

Patricia Capling

Name

Title

Signature

Operations  
Division Occupational  
Health and Safety

## Field Visit Report

Page 1 of 9

OHS Case ID: **04478SGMR367**Field Visit no: **04478SGMR368**Visit Date: **2023-MAR-30**Field Visit Type: **INITIAL**Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

Telephone:  
**(519) 539-9873**JHSC Status:  
**Active**Work Force #:  
**100**

Completed %:

Persons Contacted:

Visit Purpose: **A PROACTIVE INSPECTION UNDER THE MLITSD VIOLENCE IN EDUCATION PROACTIVE INITIATIVE.**Visit Location: **FRONT RECEPTION / FIRST AID ROOM / OFFICE AREA / SCHOOL HALLWAYS / CLASSROOM 162**Visit Summary: **ORDERS ISSUED.  
SEE DETAILED NARRATIVE****Detailed Narrative:**

## PURPOSE OF VISIT:

The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

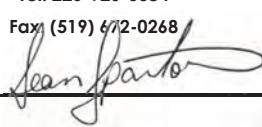
This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
- Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as:
  - moving between classrooms
  - returning to school after prolonged absences
  - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

## INSPECTORS DISCUSSIONS / OBSERVATIONS / FINDINGS AND ACTIONS TAKEN:

The following workplace parties were contacted during this visit:



| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPLDNCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 2 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

This Inspector was accompanied today by MLITSD Inspector Patricia Capling.

The following documentation was provided by the TVDSB to this Inspector prior to this visit:

1. TVDSB Violence in the Workplace Policy # 3011.
2. TVDSB Violence in the Workplace Procedure Procedure # 3011a.
3. TVDSB Domestic Violence in the Workplace Procedure Procedure # 2005I.
4. TVDSB Management of Aggressive Behaviour Procedure # 4008F.
5. TVDSB 2022 Site Specific Workplace Violence Assessment - College Avenue Secondary School - June 2022.
6. CASS Workplace Violence Reported Incidents Summary Spreadsheets - 2021/22 & 2022/23 school years to date.

- Met with persons contacted and discussed the focus of this initiative and requirements of the Occupational Health and Safety Act with regards to workplace violence.

- This workplace is a Secondary School with approximately 960 students. It was reported that there are approximately 100 workers working at College Avenue Secondary School.

### WORKPLACE VIOLENCE INCIDENTS:

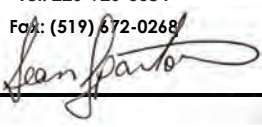
This Inspector reviewed the summary of violent incidents provided with persons contacted at the time of visit. The persons contacted indicated that there are methods in place for reporting, documenting, responding to, and investigating violent incidents at the workplace.

Workplace parties advised that all workers at the workplace were provided information and instructions on the workplace violence reporting protocols at this workplace (E-base through Employee Portal) during a Staff meeting in September 2022.

Differences between the Employee Incident Reporting & Investigation Form (EIRIF) and the Safe School Incident Report (SSIR) were discussed. It was discussed that some reporting through the SSIR may not be completed as required and the Employer committed to ensuring staff re-communication on this requirement to ensure reporting is captured which may contribute to controls implemented to address risks of violence.

It was observed at time of visit through demonstration that the e-base incident reporting system identifies incident type that would trigger a SSIR to be completed as well as the EIRIF.

At the time of visit, the persons contacted indicated that all reported workplace violence incidents since September 2022 involved workers working with students in the Developmental Education Program with developed Management of Aggressive Behaviour Safety Plans (MOABS). It was stated that at time of visit, there

| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPLDNCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division Occupational Health and Safety

Field Visit Report

Page 3 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

is 1 student with an identified MOABS Plan.

Copies of the MOABS were reported to be available in the front office and the Developmental Educational Classrooms.

VIOLENCE POLICY:

There is a corporate TVDSB Policy #3011 (Violence in the Workplace) that is reviewed annually.

VIOLENCE RISK ASSESSMENT:

Persons contacted stated that there are 2 types of system risk assessments for workplace violence that are rotated on an annual basis.

The site-specific Workplace Violence Assessment for College Avenue Secondary School was last completed in June 2022.

This assessment was completed by Administration and the JH&SC site worker representative.

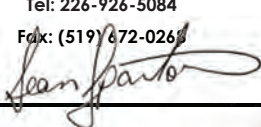
A copy of this assessment was provided to this Inspector and discussed with persons contacted.

The site-specific workplace violence risk assessment included review of:

- Staff Workplace Violence Awareness Survey Results.
- School grounds / facility work areas / washrooms / classrooms / off school property.
- Workplace Violence Employee incident reporting / severity.
- Workplace interactions / student interactions.
- Workplace interactions with the general public.

Discussed requirement for employer to assess the risk of workplace violence at each workplace location (assessed for its own unique risks of workplace violence in addition to the common risks) that may arise from:

- The nature of the workplace (refers to the physical aspects of the workplace, whether it is a building, construction site, vehicle, or forest including workplace lighting, lines of sight, depth of counters, entrances, exits and objects that could be used to hurt workers).
- The type of work (refers to the activities workers perform (such as handling cash), the sector of work (such as education, health care) and people with whom workers interact (such as students, parents or community members) OR
- The conditions of work (refers to other aspects such as hours worked, the surrounding neighbourhood and whether workers move from location to location, work alone or in isolation.)

| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPDNCCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 4 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

Triggers for a re-assessment of the risks of workplace violence was discussed with persons contacted. It was discussed that the employer shall reassess the risks of workplace violence as often as is necessary to ensure that the violence policy / program continue to protect workers from workplace violence.

When discussing the risks of violence at the workplace, the persons contacted indicated that the type of work and conditions in the workplace had changed over the last year, such as:

- increase of weapons on-site (knives),
- new construction project within the school facility.

that were not captured during previous risk assessments of violence carried out at the workplace (ORDER ISSUED)

Discussed the potential risks of violence when workers are working alone in the workplace and the control measures in place at this workplace.

It was stated that staff may be in the building after normal working hours when community programs are running and staff may be in isolated areas (bathrooms / hallways) when scheduled to monitor hallways during lunch breaks.

It was stated that Custodial Staff has identified protocols for after hours work and working alone, but there are no specific control measures in place including means of summoning immediate assistance established and implemented for staff working after hours or staff monitoring halls at lunch time. (ORDER ISSUED)

The employer is encouraged to ensure that identified risks of violence are clearly defined for all potential working alone scenarios at this workplace and that the implemented controls include measures and procedures to control the risks identified in the assessment, including the means for summoning immediate assistance, required under subsection 32.0.3 (1) as likely to expose a worker to physical injury.

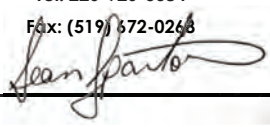
Working Alone General Resource: CCOHS: Working Alone - General  
<<https://www.ccohs.ca/oshanswers/hsprograms/alone/workingalone.html>>

WORKPLACE VIOLENCE PROGRAM / MEASURES:

The program and measures in place at the workplace with respect to workplace violence were reviewed and observed at the time of visit. A copy of the TVDSB Violence in the Workplace Procedure #3011a was provided to this Inspector.

The TVDSB Violence in the Workplace Procedure was observed to contain:

- Workplace Violence Definition.

| Recipient       | Inspector Data                                                                                | Worker Representative |
|-----------------|-----------------------------------------------------------------------------------------------|-----------------------|
|                 | <b>Sean Spanton</b>                                                                           |                       |
| Name _____      | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               | Name _____            |
|                 | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
|                 | 217 York Street, 5th Floor, London, ON N6A 5P9                                                |                       |
| Title _____     | CMHSPLDNCompliance@ontario.ca                                                                 | Title _____           |
|                 | Tel: 226-926-5084                                                                             |                       |
|                 | Fax: (519) 572-0268                                                                           |                       |
| Signature _____ | Signature  | Signature _____       |

Operations Division Occupational Health and Safety

Field Visit Report

Page 5 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

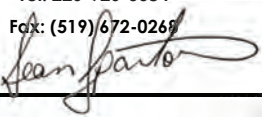
Notice ID:

- Risk Assessment requirements.
- Measures for summoning immediate assistance.
- Reporting requirements / Investigations.
- Requirements for providing workers information and instruction on preventative measures to reduce the risk of workplace violence including disclosure of information related to a violent person.

Some control measures observed and discussed as in place at the workplace for the protection of workers from workplace violence includes:

- 64 security cameras located throughout the workplace including entrances to the school. It was discussed that camera's are not monitored (used reactively) and this has been communicated to staff.
- Hallway monitoring by Admin staff during transition periods for students / staff assigned to monitor workplace cafeteria / hallways during lunch break.
- Tech classrooms locked and tools (that may be used as weapons) secured when no worker is present.
- Hospitality room locked when no worker present. Kitchen utensils (knives) locked into cabinet.
- PA/phone systems in classrooms to call for assistance.
- Walkie talkies provided to: Principal / Vice Principals / Office Area / Custodial Staff / available in the Developmental Education Program Classrooms (used by EA's if assigned outside DE classrooms) / Physical Education Teacher (for use during outside activities)
- BMS response team & protocols created for call for BMS assistance.
- Documented Management of Aggressive Behaviour Safety Plan Binder available to Administrators in Front Office and applicable classrooms.
- It was confirmed at time of visit with a Educational Assistant that they have access to, and are aware of the contents of the Management of Aggressive Behaviour Safety Plan for student they are directly working with and means for summoning immediate assistance if required.
- Personal protective equipment (PPE) relating to workplace violence was discussed with the persons contacted at the time of visit. It was stated that PPE requirements are documented on the Management of Aggressive Behaviour Safety Plan . The Principal and a worker (EA) spoken with indicated that there are currently no mandatory PPE requirements associated to developed Management of Aggressive Behaviour Safety Plan for identified students at this workplace.

The First Aid Room located in the Front Office of this school was observed at time of visit. A walk in vault was observed that was confirmed by persons contacted to be open / unlocked during school hours. It was observed that a basket full of confiscated weapons (knives) was located on a shelf in this location that was accessible to students / staff. (ORDER ISSUED)

| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPLDNCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0266 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 6 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

It was discussed and the Employer was advised to ensure the workplace violence risk assessment considers storage areas where tools / equipment (gardening tools / scissors / knives / hand tools) may be used as weapons and control measures are in place if the risk assessment determines a potential risk of injury to a worker.

### INFORMATION AND INSTRUCTIONS:

Information and instructions for workers with respect to workplace violence was discussed with persons contacted. It was stated that all workers receive training on workplace violence at hire as well as frequent refreshers are provided on the contents of the policy and program with respect to workplace violence. It was stated that workplace violence focused training including reporting protocols was provided to workers at this workplace in September 2022 during a staff meeting.

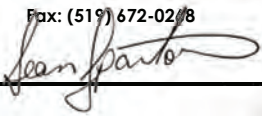
Student specific information and instruction is provided to workers who work directly with students requiring behavioural support through the documented Management of Aggressive Behaviour Safety Plans.

It was stated that all workers who work directly with students requiring behavioural support through the documented Management of Aggressive Behaviour Safety Plans have been trained in Behaviour Management Systems (BMS) training.

The employer is encouraged by this Inspector to review the current information and instruction provided to workers to ensure, that all workers, including teachers and workers who may come in contact with potentially violent students, are knowledgeable of methods and techniques such as situational awareness and general de-escalation to ensure the safety of a worker.

### RESOURCES FOR EMPLOYER SPECIFIC TO THIS INITIATIVE:

- Workplace violence in school boards: A guide to the law | ontario.ca  
<<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law>>
- Understand the law on workplace violence and harassment | ontario.ca  
<<https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment>>
- Preventing workplace violence and workplace harassment | ontario.ca  
<<https://www.ontario.ca/page/preventing-workplace-violence-and-workplace-harassment>>
- Guide to the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act>>
- Supervisors under the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/page/supervisors-under-occupational-health-and-safety-act>>

| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPDNCCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0278 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division  
Occupational Health and Safety

Field Visit Report

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OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

- Part V: Right to refuse or to stop work where health and safety in danger | Guide to the Occupational Health and Safety Act | [ontario.ca](https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger)  
<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>>  
- R.R.O. 1990, Reg. 857: TEACHERS ([ontario.ca](https://www.ontario.ca)) <<https://www.ontario.ca/laws/regulation/900857>>  
- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit for the Education Sector ([pshsa.ca](https://www.pshsa.ca))  
<<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>>

CONTACT INFORMATION:

Notify the ministry of fatalities, critical injuries, work refusals, reprisals and unsafe work practices.

Ministry of Labour Health & Safety Contact Centre

- Toll-free: 1-877-202-0008
- TTY: 1-855-653-9260
- Fax: 905-577-1316

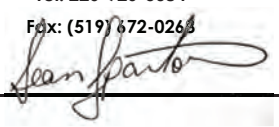
In an emergency, always call 911 immediately.

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

Orders Issued.

Not all areas of this workplace were observed at time of visit.

A copy of this report shall be provided to the JH&SC and posted in this workplace where it will come to the attention of workers.

| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPLDNCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0263 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 8 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

### Order(s) /Requirement(s) Issued To:

To:  
**THAMES VALLEY DISTRICT SCHOOL BOARD**

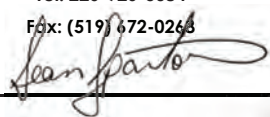
Org/Ind Role  
**Owner**

Mailing Address:  
**1250 DUNDAS ST, LONDON, ON, CA N6A 5L1**

### Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type Code | ActReg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Comply by Date |
|--------------|-----------|--------|------|--------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time      | OHS A  | 1990 | 32.0.3 | 4        |        | The employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence. At the time of visit, an increase in weapons being brought into the school and on-site construction activities resulting in changes to the physical aspects of the workplace had occurred but a re-assessment of the risks of violence associated to the changes in the nature, type and conditions of the workplace had not been completed. | 2023-APR-21    |
| 04478SGMX369 |           |        |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
| 2            | Time      | OHS A  | 1990 | 32.0.2 | 2        |        | The employer shall ensure that the program with respect to workplace violence developed for the workplace shall include measures and procedures to control the risks identified in the assessment required under subsection 32.0.3 (1) as likely to expose a worker to physical injury and include measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.<br>At the time of visit workplace parties identified                                                                                                                                 | 2023-APR-21    |
| 04478SGMX370 |           |        |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |

| Recipient       | Inspector Data                                                                                                                                                                                                       | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Sean Spanton</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPDNCCompliance@ontario.ca<br>Tel: 226-926-5084<br>Fax: (519) 672-0263 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| Signature _____ | Signature                                                                                                                         | Signature _____       |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 9 of 9

OHS Case ID: **04478SGMR367**

Field Visit no: **04478SGMR368**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **COLLEGE AVENUE SECONDARY SCHOOL  
700 COLLEGE AVENUE, WOODSTOCK, ON, CANADA N4S 2C8**

Notice ID:

Order(s) /Requirement(s) Issued To:

To:  
**THAMES VALLEY DISTRICT SCHOOL BOARD**

Org/Ind Role  
**Owner**

Mailing Address:  
**1250 DUNDAS ST, LONDON, ON, CA N6A 5L1**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No                  | Type Code   | ActReg      | Year        | Sec.      | Sub Sec. | Clause   | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                      | Comply by Date     |
|---------------------|-------------|-------------|-------------|-----------|----------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                     |             |             |             |           |          |          | <b>working alone (working after shift / hall monitors) as a risk and workplace specific control measures had not been established and implemented in the workplace to ensure worker safety while working alone, including measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.</b> |                    |
| <b>3</b>            | <b>Time</b> | <b>OHSA</b> | <b>1990</b> | <b>25</b> | <b>2</b> | <b>h</b> | <b>The employer shall take every precaution reasonable in the circumstances for the protection of a worker from workplace violence. At the time of visit, workers and students were observed to have access to confiscated weapons in the Front Office First Aid / Vault Area of this workplace.</b>                                           | <b>2023-MAR-31</b> |
| <b>04478SGMZ371</b> |             |             |             |           |          |          |                                                                                                                                                                                                                                                                                                                                                |                    |

Recipient

Inspector Data

Worker Representative

**Sean Spanton**

Name \_\_\_\_\_

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

217 York Street, 5th Floor, London, ON N6A 5P9

Title \_\_\_\_\_

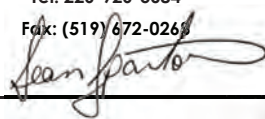
CMHSPLDNCompliance@ontario.ca

Tel: 226-926-5084

Fax: (519) 672-0268

Signature

Signature



Signature

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 1 of 4

OHS Case ID: **04875SGJZ517**Field Visit no: **04875SGKS518**Visit Date: **2023-MAR-28**Field Visit Type: **INITIAL**Workplace Identification: **MOUNT ALBERT PUBLIC SCHOOL**

Notice ID:

**5488 MOUNT ALBERT ROAD, MOUNT ALBERT, ON, CANADA L0G 1M0**Telephone:  
**(905) 473-2940**JHSC Status:  
**Active**Work Force #:  
**50**

Completed %:

Persons Contacted:

Visit Purpose: **AUDIT COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ITS APPLICABLE REGULATIONS**Visit Location: **STAFF ROOM, CARETAKER ROOM**Visit Summary: **ORDER ISSUED. REFER TO DETAILED NARRATIVE BELOW.****Detailed Narrative:**

The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. This MLITSD inspector, along with MLITSD Inspector Judith BURTCH, attended this workplace as part of this educational initiative.

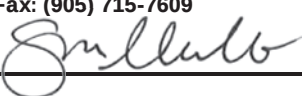
Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
  - o Training on and use of personal protective equipment for workers.
  - o Means of summoning immediate assistance.
  - o Measures and procedures for preventing workplace violence during transitions, such as:
    - moving between classrooms
    - returning to school after prolonged absences
    - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

The inspectors met with the above-mentioned workplace parties and discussed the following:

- Providing information, instruction, and supervision, including for occasional workers and agency workers in relation to workplace violence. This includes information and instruction for:
  - workers working with and/or supporting workers with individuals who are identified to have safety plans or individual action plans
  - lock down and hold and secure situations
  - controlled access into the workplace, including after-hours for permits

| Recipient       | Inspector Data                                                                                | Worker Representative |
|-----------------|-----------------------------------------------------------------------------------------------|-----------------------|
|                 | <b>Samantha Morello</b>                                                                       |                       |
| Name _____      | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               | Name _____            |
|                 | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
|                 | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4                                                |                       |
| Title _____     | MOLComplianceFormsNewmarket@ontario.ca                                                        | Title _____           |
|                 | Tel: (905) 301-9085                                                                           |                       |
|                 | Fax: (905) 715-7609                                                                           |                       |
| Signature _____ | Signature  | Signature _____       |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 2 of 4

OHS Case ID: **04875SGJZ517**

Field Visit no: **04875SGKS518**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MOUNT ALBERT PUBLIC SCHOOL**

Notice ID:

**5488 MOUNT ALBERT ROAD, MOUNT ALBERT, ON, CANADA L0G 1M0**

- incident reporting which includes actual violence, attempts of violence (near-miss), or threats of violence, and the importance of reporting  
- domestic violence

- Means of summoning immediate assistance whether in the workplace or during workplace activities such as field trips and sporting events, including CPI situation responses and staff who may work alone after-hours. The employer committed to ensuring all workers have a means of utilizing the paging system from land line phones in the event it is required, this includes informing and instructing occasional and agency workers of this process.

- Workplace violence risk reassessment. Reviewed the most recent workplace violence risk assessment (MOL Assessment) which was completed on October 11, 2022. The workplace parties advised that no incidents have occurred to trigger a reassessment throughout the school year, yet student safety plans are revised as needed based on incident occurrences throughout the school year. In reviewing the student safety plans, there were behaviours that could be exhibited by a student (ie. kicking, biting, hitting, throwing, spitting) yet no measures were identified within these plans to protect the health and safety of workers. It was advised that some of these behaviours may no longer be exhibited as they hadn't occurred in awhile, yet this could not be solidified at the time of the visit. ORDER ISSUED. The employer is advised to conduct a reassessment to ensure the workers are continued to be protected from the risk of workplace violence. The employer is encouraged to maintain a record of investigations and debriefings conducted after a violent incident has occurred, whether the conclusion results in a change in a plan or policy, or the result is to maintain the current plan/policy.

- Personal protective equipment (PPE) availability during behaviour escalations, and minimizing or eliminating objects that can be used to cause injury to workers. This topic was overlapped with the above point regarding reassessing the risks of violence to protect workers from injury. PPE that is provided by the employer must be worn by a worker(s) as stipulated by the employer's policies and procedures. The employer is required to ensure all workers who are required to wear PPE are informed and instructed on how to use the equipment, and supervise workers to ensure PPE is being donned.

- It was advised that the workplace utilizes numerous available supports when dealing with and analyzing workplace violence incidents, or potential violent incidents whether indoors or outdoors. This includes support from law enforcement services as well as Board specific supports such as IDT.

- Reporting requirements to MLITSD regarding critical injuries, when in doubt report it. All lengths and severity of

| Recipient       | Inspector Data                                                                                | Worker Representative |
|-----------------|-----------------------------------------------------------------------------------------------|-----------------------|
|                 | <b>Samantha Morello</b>                                                                       |                       |
| Name _____      | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               | Name _____            |
|                 | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
| Title _____     | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4                                                | Title _____           |
|                 | MOLComplianceFormsNewmarket@ontario.ca                                                        |                       |
|                 | <b>Tel: (905) 301-9085</b>                                                                    |                       |
|                 | <b>Fax: (905) 715-7609</b>                                                                    |                       |
| Signature _____ | Signature  | Signature _____       |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 3 of 4

OHS Case ID: **04875SGJZ517**

Field Visit no: **04875SGKS518**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MOUNT ALBERT PUBLIC SCHOOL**

Notice ID:

**5488 MOUNT ALBERT ROAD, MOUNT ALBERT, ON, CANADA L0G 1M0**

loss of vision and loss of consciousness are considered critical injuries and immediately reportable to the MLITSD.

At the time of the visit, this inspector reviewed the Health and Safety Boards in the Staff and Caretaker Rooms.

The following was observed posted:

- A copy of the "Prevention Start Here" poster
- Occupational Health and Safety Act
- Health & Safety and Workplace Violence and Harassment policies - currently under review
- A list of the JOHSC members
- Physical workplace inspection report dated March 1, 2023

A copy of this report is to be posted in the workplace in a conspicuous place where it comes to the attention of the workers.

### Resources:

\*\*\*\*\*

- Workplace Violence in School Boards: A Guide to the Law

[https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?](https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?_ga=2.200025254.988363372.1578088667-332171705.1509728259)

[\\_ga=2.200025254.988363372.1578088667-332171705.1509728259](https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?_ga=2.200025254.988363372.1578088667-332171705.1509728259)

- Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | ontario.ca

<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>

- Part VII: Notices | Guide to the Occupational Health and Safety Act | ontario.ca

<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-vii-notices>

- Public Services Health and Safety Association | MLITSD: Workplace Violence in Education Compliance Initiative Webinar (pshsa.ca)

<https://www.pshsa.ca/training/free-training/mlitsd-workplace-violence-in-education-compliance-initiative-webinar>

- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit

<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>

\*\*\*If there is an emergency occurring in your workplace, call 911 immediately\*\*\*

\*\*\*TO REPORT CRITICAL INJURIES, FATALITIES, WORK REFUSALS, HEALTH AND SAFETY COMPLAINTS, OR SUSPECTED UNSAFE WORK PRACTICES, NOTIFY THE MLITSD HEALTH & SAFETY CONTACT CENTRE ANYTIME AT 1-877-202-0008\*\*\*  
Most health and safety questions can be quickly answered by our Health and Safety Contact Centre.

| Recipient | Inspector Data                                                                                | Worker Representative |
|-----------|-----------------------------------------------------------------------------------------------|-----------------------|
|           | <b>Samantha Morello</b>                                                                       |                       |
| Name      | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               | Name                  |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
| Title     | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4                                                | Title                 |
|           | MOLComplianceFormsNewmarket@ontario.ca                                                        |                       |
|           | <b>Tel: (905) 301-9085</b>                                                                    |                       |
|           | <b>Fax: (905) 715-7609</b>                                                                    |                       |
| Signature | Signature  | Signature             |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 4 of 4

OHS Case ID: **04875SGJZ517**

Field Visit no: **04875SGKS518**

Visit Date: **2023-MAR-28**

Field Visit Type: **INITIAL**

Workplace Identification: **MOUNT ALBERT PUBLIC SCHOOL**

Notice ID:

**5488 MOUNT ALBERT ROAD, MOUNT ALBERT, ON, CANADA L0G 1M0**

### Order(s) /Requirement(s) Issued To:

To:  
**YORK REGION DISTRICT SCHOOL BOARD**

Org/Ind Role  
**Owner**

Mailing Address:  
**1260 GORHAM ST, NEWMARKET, ON, CA L3Y 8W4**

### Order(s) /Requirement(s) Description:

*You are required to comply with the order(s) /requirement(s) by the dates listed below.*

| No                  | Type Code   | ActReg      | Year        | Sec.          | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                   | Comply by Date     |
|---------------------|-------------|-------------|-------------|---------------|----------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>1</b>            | <b>Time</b> | <b>OHSA</b> | <b>1990</b> | <b>32.0.3</b> | <b>4</b> |        | <b>The employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence. At the time of the visit, situations of violence in the workplace have been reported without evidence of a reassessment being conducted.</b> | <b>2023-APR-06</b> |
| <b>04875SGKW520</b> |             |             |             |               |          |        |                                                                                                                                                                                                                                                                                                                                                                                                             |                    |

Recipient

Inspector Data

Worker Representative

**Samantha Morello**

Name \_\_\_\_\_

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

102-17345 Leslie Street, Newmarket ON, L3Y 0A4

MOLComplianceFormsNewmarket@ontario.ca

Title \_\_\_\_\_

**Tel: (905) 301-9085**

**Fax: (905) 715-7609**

Signature \_\_\_\_\_

Signature

*SM*

Signature \_\_\_\_\_

Operations Division  
Occupational Health and Safety

## Field Visit Report

Page 1 of 4

OHS Case ID: 04630SGMP379

Field Visit no: 04630SGMP380

Visit Date: 2023-MAR-30

Field Visit Type: INITIAL

Workplace Identification: WESTON COLLEGIATE INSTITUTE

Notice ID:

100 PINE STREET, TORONTO, ON, CANADA M9N 2Y9

Telephone:  
(416) 394-3250JHSC Status:  
ActiveWork Force #:  
125

Completed %:

Persons Contacted:

Visit Purpose: WORKPLACE VIOLENCE IN EDUCATION INITIATIVE

Visit Location: TDSB FAIRMEADOW CENTRE (17 FAIRMEADOW AVENUE, TORONTO, ON, CANADA M2P 1W6)

Visit Summary: SEE DETAILED NARRATIVE

## Detailed Narrative:

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools.

Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

Inspector was accompanied by Jaclyn Goodall - MJTSD Inspector.

This Initiative focuses on:

1. Provision of information, instruction, and supervision, including for occasional workers.
  - Training on and use of personal protective equipment for workers.
  - Means of summoning immediate assistance.
  - Measures and procedures for preventing workplace violence during transitions, such as:
    - moving between classrooms
    - returning to school after prolonged absences
    - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)

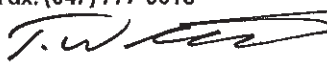
2. Workplace violence risk reassessment

3. Work refusal process

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

## ITEMS DISCUSSED:

1. At the time of the visit, the following items were discussed with workplace parties:
  - Written site specific workplace violence program(s)

| Recipient | Inspector Data                                                                                                             | Worker Representative |
|-----------|----------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | Thomas Wright<br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                            |                       |
| Title     | 1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 |                       |
| Signature | Signature                               | Signature             |

Operations Division      Occupational  
Health and Safety

## Field Visit Report

Page 2 of 4

OHS Case ID: **04630SGMP379**

Field Visit no: **04630SGMP380**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **WESTON COLLEGIATE INSTITUTE**

Notice ID:

**100 PINE STREET, TORONTO, ON, CANADA M9N 2Y9**

- Measures and Procedures to protect workers from workplace violence
- Measures and procedures for summoning immediate assistance
- Information, Instruction and Supervision provided to workers regarding workplace violence protocols
- Information, instruction and supervision provided to occasional workers and guests regarding workplace violence protocols
- Crisis Intervention Training/ Non-Violent Crisis Intervention Training
- Operational Procedure PR 699 - Management for Risk of Injury Behaviours / Student Safety Plans
- Information and instruction provided to workers, occasional workers and guests on Student Safety Plans
- Information sharing regarding transfers
- Work refusal protocols
- Incident reporting
- Incident investigations
- School based safety monitors

### 2. Risk Assessment

- Risk Assessment was completed on March 29, 2023. The employer provided a copy to the Undersigned Inspector. No previous risk assessment on file for this location prior to 2023.
- At the time of the visit a conversation was had surrounding risk reassessments

A reassessment of the risks of workplace violence is required by the OHSA as often as necessary to ensure that the workplace violence policy and program continues to protect workers from workplace violence. Changes or events within a school board workplace that may warrant a reassessment may include:

- a) an increase in the number, frequency or severity of workplace violence incidents for that specific workplace (e.g., school, classroom, school board office, etc.)
- b) a change in the physical environment of the workplace (e.g., the addition/removal of portables or security controls)
- c) a change in the student population of a school (e.g., at the beginning of a school year or when there is a significant change in the numbers or make-up of the student population mid-year); and/or
- d) a change in curriculum or scheduling, or a change in environment (e.g., noisy construction at a school), to determine if such change could provoke violent behaviours.

It is recommended that the risk reassessment be reviewed at least annually in consultation with the JHSC, MJHSC and/or health and safety representative and workplace parties who have knowledge and experience dealing with workplace violence and its prevention in that specific workplace.

### 3. Workplace Violence Program has not be developed and maintained for the workplace - ORDER ISSUED

| Recipient                                                                                 | Inspector Data                                                                                                             | Worker Representative                                                                      |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Name _____                                                                                | <b>Thomas Wright</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                     | Name  |
| Title  | 1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 | Title _____                                                                                |
| Signature _____                                                                           | Signature                              | Signature _____                                                                            |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 4

OHS Case ID: **04630SGMP379**

Field Visit no: **04630SGMP380**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **WESTON COLLEGIATE INSTITUTE**

Notice ID:

**100 PINE STREET, TORONTO, ON, CANADA M9N 2Y9**

- At the time of the visit, a conversation was had surrounding workplace violence programs.

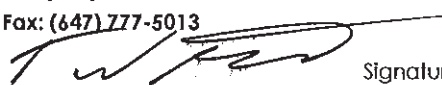
The workplace violence program must include:

- a) measures and procedures to control the risks identified in the assessment or reassessment of the risks of workplace violence identified as likely to expose a worker to physical injury
- b) measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur; As stated in the "Workplace violence in school boards: A guide to the law" - "School boards must ensure that the measures and procedures for summoning immediate assistance are reliable and effective at all times". A discussion was had regarding effective means of summoning immediate assistance for workers during non-routine activities and locations such as hallways, cafeteria and washrooms. The employer committed to assessing and including their measures and procedures for summoning immediate assistance in the workplace violence program.
- c) measures and procedures for workers to report incidents of workplace violence to the school board or supervisor; and
- d) details of how the school board will investigate and deal with incidents or complaints of workplace violence.

The employer is reminded to ensure that workers received information and instruction on the workplace violence program once it is implemented.

The employer is reminded to include and assess site based actions from March 29, 2023 risk assessment while implementing and developing the workplace violence program.

END OF REPORT. A copy of this report is to be posted in the workplace.

| Recipient       | Inspector Data                                                                                                             | Worker Representative |
|-----------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Thomas Wright</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                     | Name _____            |
| Title _____     | 1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 | Title _____           |
| Signature _____ | Signature                              | Signature _____       |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 4 of 4

OHS Case ID: **04630SGMP379**

Field Visit no: **04630SGMP380**

Visit Date: **2023-MAR-30**

Field Visit Type: **INITIAL**

Workplace Identification: **WESTON COLLEGIATE INSTITUTE**

Notice ID:

**100 PINE STREET, TORONTO, ON, CANADA M9N 2Y9**

Order(s) /Requirement(s) Issued To:

To:  
**TORONTO DISTRICT SCHOOL BOARD**

Org/Ind Role  
**Primary Employer**

Mailing Address:

**5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type<br>Code         | Act/Reg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                             | Comply by Date |
|----|----------------------|---------|------|--------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>04630SGMQ381 | OHSA    | 1990 | 32.0.2 | 1           |        | The employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a). At the time of the inspection, a program with respect to workplace violence had not been developed and maintained. | 2023-MAY-01    |

Recipient

Name

Title

Signature

Inspector Data

**Thomas Wright**

O.H.S.A. & B.Q.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

1600-5001 Yonge St, North York ON M7A 0A3

MOLCOMPLIANCEIHSTORW@ontario.ca

Tel: (416) 500-8590

Fax: (647) 777-5013

Signature



Worker Representative

Name

Title

Signature

**Safe At Work Ontario**

Operations Division      Occupational  
Health and Safety

Return To:  
Thomas Wright  
O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
1600-5001 Yonge St, North York ON M7A 0A3  
MOLCOMPLANCEIHSTORW@ontario.ca  
Tel: (416) 500-8590  
Fax: (647) 777-5013

**Notice of Compliance**

Page 1 of 1

OHS Case ID: **04630SGMP379**  
Field Visit No: **04630SGMP380**

Visit Date : **2023-MAR-30**

Workplace Identification: **WESTON COLLEGIATE INSTITUTE**  
**100 PINE STREET, TORONTO, ON, CANADA M9N 2Y9**

Notice ID:

**Take Notice**

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

Order(s) / Requirement(s) Issued:

To: **TORONTO DISTRICT SCHOOL BOARD**      Role: **Primary Employer**

Mailing Address:  
**5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8**

Order(s) / Requirement(s) Description:

*You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.*

| No. | Type | Act/Reg | Year | Sec.   | Sub | Clause | Compliance Details /<br>Date | JHSC Worker Member / Comply by<br>Worker Representative      Date:                   |
|-----|------|---------|------|--------|-----|--------|------------------------------|--------------------------------------------------------------------------------------|
| 1   | Time | OHS     | 1990 | 32.0.2 | 1   |        |                              | <input type="checkbox"/> Agree      2023-MAY-01<br><input type="checkbox"/> Disagree |

04630SGMP381

(Signature)

Form completed by: \_\_\_\_\_

Title: \_\_\_\_\_

For / on behalf of \_\_\_\_\_

Signature: \_\_\_\_\_

Joint Health and Safety Committee Member representing workers  
or Worker Representative agrees or disagrees that compliance  
has been achieved with all the Order(s) as indicated above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Operations Division  
Occupational Health and Safety

## Field Visit Report

Page 1 of 4

OHS Case ID: 04630SGNN382

Field Visit no: 04630SGNN383

Visit Date: 2023-MAR-31

Field Visit Type: INITIAL

Workplace Identification: KIPLING COLLEGIATE

Notice ID:

380 THE WESTWAY, ETOBICOKE, ON, CANADA M9R 1H4

Telephone:  
(416) 394-7930JHSC Status:  
ActiveWork Force #:  
74

Completed %:

Persons Contacted:

Visit Purpose: WORKPLACE VIOLENCE IN EDUCATION INITIATIVE

Visit Location: PRINCIPAL OFFICE / STAFF ROOM / LIBRARY / CAFETERIA / FRONT ENTRANCE

Visit Summary: SEE NARRATIVE

## Detailed Narrative:

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools.

Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

This Initiative focuses on:

1. Provision of information, instruction, and supervision, including for occasional workers.
  - Training on and use of personal protective equipment for workers.
  - Means of summoning immediate assistance.
  - Measures and procedures for preventing workplace violence during transitions, such as:
    - moving between classrooms
    - returning to school after prolonged absences
    - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)

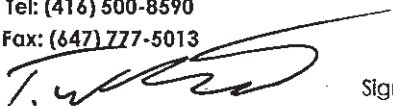
2. Workplace violence risk reassessment

3. Work refusal process

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

## ITEMS DISCUSSED:

1. At the time of the visit, the following items were discussed with workplace parties:
  - Written site specific workplace violence program(s)
  - Measures and Procedures to protect workers from workplace violence

| Recipient | Inspector Data                                                                                 | Worker Representative |
|-----------|------------------------------------------------------------------------------------------------|-----------------------|
| Name      | Thomas Wright                                                                                  | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                                |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                    |                       |
| Title     | 00-5001 Yonge St, North York ON M7A 0A3                                                        | Title                 |
|           | MOLCOMPLIANCEIHSTORW@ontario.ca                                                                |                       |
|           | Tel: (416) 500-8590                                                                            |                       |
|           | Fax: (647) 777-5013                                                                            |                       |
| Signature | Signature  | Signature             |

Operations Division      Occupational  
Health and Safety

## Field Visit Report

Page 2 of 4

OHS Case ID: **04630SGNN382**

Field Visit no: **04630SGNN383**

Visit Date: **2023-MAR-31**

Field Visit Type: **INITIAL**

Workplace Identification: **KIPLING COLLEGIATE**

Notice ID:

**380 THE WESTWAY, ETOBICOKE, ON, CANADA M9R 1H4**

- Measures and procedures for summoning immediate assistance
- Information, instruction and supervision provided to workers regarding workplace violence protocols
- Information, instruction and supervision provided to occasional workers and guests regarding workplace violence protocols
- Crisis Intervention Training
- Operational Procedure PR 699 - Management for Risk of Injury Behaviours / Student Safety Plans
- Information and instruction provided to workers, occasional workers and guests on Student Safety Plans
- Information sharing regarding transfers
- Work refusal protocols
- Incident reporting
- Incident investigations
- Personal Protective Equipment (PPE). At the time of the visit, the employer representative indicated no workers are required or advised to wear PPE at the workplace at this time.
- Information sharing regarding transfers
- School based safety monitors
- Cameras
- Caring and Safe Schools

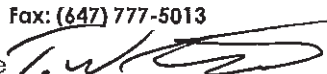
### 2. Risk Assessment

- Risk Assessment was completed on March 31, 2023. The employer provided a copy to the Undersigned Inspector. No previous risk assessment on file for this location prior to 2023.
- At the time of the visit a conversation was had surrounding risk reassessments

A reassessment of the risks of workplace violence is required by the OHSA as often as necessary to ensure that the workplace violence policy and program continues to protect workers from workplace violence. Changes or events within a school board workplace that may warrant a reassessment may include:

- a) an increase in the number, frequency or severity of workplace violence incidents for that specific workplace (e.g., school, classroom, school board office, etc.)
- b) a change in the physical environment of the workplace (e.g., the addition/removal of portables or security controls)
- c) a change in the student population of a school (e.g., at the beginning of a school year or when there is a significant change in the numbers or make-up of the student population mid-year); and/or
- d) a change in curriculum or scheduling, or a change in environment (e.g., noisy construction at a school), to determine if such change could provoke violent behaviours.

It is recommended that the risk reassessment be reviewed at least annually in consultation with the JHSC,

| Recipient                                                                                | Inspector Data                                                                                                             | Worker Representative                                                                           |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name  | <b>Thomas Wright</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                     | Name _____                                                                                      |
| Title _____                                                                              | 1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 | Title _____                                                                                     |
| Signature _____                                                                          | Signature                               | Signature  |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 4

OHS Case ID: 04630SGNN382

Field Visit no: 04630SGNN383

Visit Date: 2023-MAR-31

Field Visit Type: INITIAL

Workplace Identification: KIPLING COLLEGIATE

Notice ID:

380 THE WESTWAY, ETOBICOKE, ON, CANADA M9R 1H4

MJHSC and/or health and safety representative and workplace parties who have knowledge and experience dealing with workplace violence and its prevention in that specific workplace.

3. Workplace Violence Program has not be developed and maintained for the workplace - ORDER ISSUED

- At the time of the visit, a conversation was had surrounding workplace violence programs.

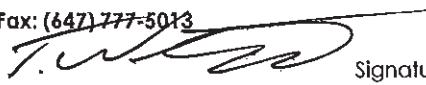
The workplace violence program must include:

- a) measures and procedures to control the risks identified in the assessment or reassessment of the risks of workplace violence identified as likely to expose a worker to physical injury
- b) measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur; As stated in the "Workplace violence in school boards: A guide to the law" - "School boards must ensure that the measures and procedures for summoning immediate assistance are reliable and effective at all times". A discussion was had regarding effective means of summoning immediate assistance for workers during non-routine activities and locations such as hallways, cafeteria and washrooms. The employer committed to assessing and including their measures and procedures for summoning immediate assistance in the workplace violence program.
- c) measures and procedures for workers to report incidents of workplace violence to the school board or supervisor; and
- d) details of how the school board will investigate and deal with incidents or complaints of workplace violence.

The employer is reminded to ensure that workers received information and instruction on the workplace violence program once it is implemented.

The employer is reminded to include and assess site based actions from March 31, 2023 risk assessment while implementing and developing the workplace violence program.

END OF REPORT. A copy of this report is to be posted in the workplace.

| Recipient                                                                                | Inspector Data                                                                                                             | Worker Representative                                                                           |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name  | <b>Thomas Wright</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                     | Name _____                                                                                      |
| Title _____                                                                              | 1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 | Title _____                                                                                     |
| Signature _____                                                                          | Signature                              | Signature  |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 4 of 4

OHS Case ID: 04630SGNN382

Field Visit no: 04630SGNN383

Visit Date: 2023-MAR-31

Field Visit Type: INITIAL

Workplace Identification: KIPLING COLLEGIATE

Notice ID:

380 THE WESTWAY, ETOBICOKE, ON, CANADA M9R 1H4

Order(s) /Requirement(s) Issued To:

To:  
TORONTO DISTRICT SCHOOL BOARD

Org/Ind Role  
Primary Employer

Mailing Address:

5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type<br>Code | Act/Reg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                             | Comply by Date |
|--------------|--------------|---------|------|--------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time         | OHS     | 1990 | 32.0.2 | 1           |        | The employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a). At the time of the inspection, a program with respect to workplace violence had not been developed and maintained. | 2023-MAY-01    |
| 04630SGNQ384 |              |         |      |        |             |        |                                                                                                                                                                                                                                                                       |                |

Recipient

Inspector Data

Worker Representative

Name 

Thomas Wright  
O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

1600-5001 Yonge St, North York ON M7A 0A3

MOLCOMPLIANCEIHSTORW@ontario.ca

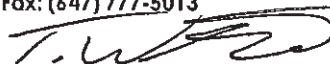
Title \_\_\_\_\_

Tel: (416) 500-8590

Fax: (647) 777-5013

Signature \_\_\_\_\_

Signature



Signature 

**Safe At Work** Ontario

Operations  
Division

Occupational  
Health and Safety

Return To:  
Thomas Wright

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
1600-5001 Yonge St, North York ON M7A 0A3  
MOLCOMPLIANCEIHSTORW@ontario.ca  
Tel: (416) 500-8590  
Fax: (647) 777-5013



**Notice of Compliance**

Page 1 of 1

OHS Case ID: **04630SGNN382**  
Field Visit No: **04630SGNN383**

Visit Date : **2023-MAR-31**

Workplace Identification: **KIPLING COLLEGIATE**  
**380 THE WESTWAY, ETOBICOKE, ON, CANADA M9R 1H4**

Notice ID:

**Take Notice**

Orders were issued under the authority of the Occupational Health and Safety Act or Regulations made there under. A notice of compliance shall be submitted to the Ministry of Labour within three days after the Constructor or Employer believes that compliance with the Order(s) / Requirement(s) have been achieved.

**Order(s) / Requirement(s) Issued:**

To:  
**TORONTO DISTRICT SCHOOL BOARD**

Role  
**Primary Employer**

Mailing Address:  
**5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8**

**Order(s) / Requirement(s) Description:**

You are required to comply with the Order(s) / Requirement(s) by the Comply by Dates listed below.

| No.          | Type | Act/Reg | Year | Sec.   | Sub | Clause | Compliance Details /<br>Date | JHSC Worker Member / Comply by<br>Worker Representative             | Date:       |
|--------------|------|---------|------|--------|-----|--------|------------------------------|---------------------------------------------------------------------|-------------|
| 1            | Time | OHSA    | 1990 | 32.0.2 | 1   |        |                              | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree | 2023-MAY-01 |
| 04630SGNQ384 |      |         |      |        |     |        |                              |                                                                     |             |
|              |      |         |      |        |     |        |                              |                                                                     | (Signature) |

Form completed by: \_\_\_\_\_

Title: \_\_\_\_\_

For / on behalf of \_\_\_\_\_

Signature: \_\_\_\_\_

Joint Health and Safety Committee Member representing workers  
or Worker Representative agrees or disagrees that compliance  
has been achieved with all the Order(s) as indicated above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

OHS Case ID: **04466SGDN396**Field Visit no: **04466SGDN397**Visit Date: **2023-MAR-23**Field Visit Type: **INITIAL**Workplace Identification: **LORD DUFFERIN PUBLIC SCHOOL**

Notice ID:

**350 PARLIAMENT STREET, TORONTO, ON, CANADA M5A 2Z7**

Telephone:

JHSC Status:

Work Force #:

Completed %:

-

**Active****100**

Persons Contacted:

Visit Purpose: **WORKPLACE VIOLENCE IN EDUCATION INITIATIVE**Visit Location: **ROOM 112, ROOM 114**Visit Summary: **ORDER ISSUED, SEE DETAILED NARRATIVE****Detailed Narrative:**

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools.

Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

Inspector was accompanied by Tom Wright - MLITSD Inspector.

This Initiative focuses on:

1. Provision of information, instruction, and supervision, including for occasional workers.
  - Training on and use of personal protective equipment for workers.
  - Means of summoning immediate assistance.
  - Measures and procedures for preventing workplace violence during transitions, such as:
    - moving between classrooms
    - returning to school after prolonged absences
    - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)

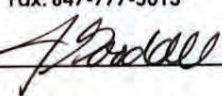
2. Workplace violence risk reassessment

3. Work refusal process

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

**ITEMS DISCUSSED:**

1. At the time of the visit, the following items were discussed with workplace parties:

| Recipient | Inspector Data                                                                                | Worker Representative |
|-----------|-----------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Jaclyn Goodall</b>                                                                         | Name                  |
|           | OCCUPATIONAL HEALTH & SAFETY INSPECTOR                                                        |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
|           | 600-5001 Yonge St, North York ON M7A 0A3                                                      |                       |
| Title     | MOLCOMPLIANCEIHSTORW@ontario.ca                                                               | Title                 |
|           | <b>Tel: 416-358-4692</b>                                                                      |                       |
|           | <b>Fax: 647-777-5013</b>                                                                      |                       |
| Signature | Signature  | Signature             |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 2 of 5

OHS Case ID: **04466SGDN396**

Field Visit no: **04466SGDN397**

Visit Date: **2023-MAR-23**

Field Visit Type: **INITIAL**

Workplace Identification: **LORD DUFFERIN PUBLIC SCHOOL**

Notice ID:

**350 PARLIAMENT STREET, TORONTO, ON, CANADA M5A 2Z7**

- Written site specific workplace violence program(s)
- Measures and Procedures to protect workers from workplace violence
- Measures and procedures for summoning immediate assistance
- Information, Instruction and Supervision provided to workers regarding workplace violence protocols
- Information, instruction and supervision provided to occasional workers and guests regarding workplace violence protocols
- Crisis Intervention Training/ Non-Violent Crisis Intervention Training: At the time of the visit the employer representative indicated that it is unclear if all staff exposed to potential incidents of violence have not received this training.
- Operational Procedure PR 699 - Management for Risk of Injury Behaviours / Student Safety Plans
- Information and instruction provided to workers, occasional workers and guests on Student Safety Plans
- Personal Protective Equipment (PPE). At the time of the visit, the employer representative indicated no workers are required or advised to wear PPE at the workplace at this time.
- Information sharing regarding transfers
- Work refusal protocols
- Incident reporting
- Incident investigations
- Transitional student population: A discussion was had regarding ensuring that the workplace violence program covers risks that arise from continuous transitional student populations

### 2. Risk Assessment

- Risk Assessment was completed for the workplace in 2018 and a re-assessment was conducted on March 20, 2023. The employer shall provide a copy to the Undersigned Inspector.
  - At the time of the visit a conversation was had surrounding risk reassessments
  - At the time of the visit, "Reassessing the risk of workplace violence" was discussed:
- A reassessment of the risks of workplace violence is required by the OHSA as often as necessary to ensure that the workplace violence policy and program continues to protect workers from workplace violence. Changes or events within a school board workplace that may warrant a reassessment may include:
- a) an increase in the number, frequency or severity of workplace violence incidents for that specific workplace (e.g., school, classroom, school board office, etc.)
  - b) a change in the physical environment of the workplace (e.g., the addition/removal of portables or security controls)
  - c) a change in the student population of a school (e.g., at the beginning of a school year or when there is a significant change in the numbers or make-up of the student population mid-year); and/or
  - d) a change in curriculum or scheduling, or a change in environment (e.g., noisy construction at a school), to

| Recipient                                                                                     | Inspector Data                                                                                                                                                                                                           | Worker Representative                                                                           |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name _____                                                                                    | <b>Jaclyn Goodall</b><br>OCCUPATIONAL HEALTH & SAFETY INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: 416-358-4692<br>Fax: 647-777-5013 | Name _____                                                                                      |
| Title _____                                                                                   |                                                                                                                                                                                                                          | Title _____                                                                                     |
| Signature  | Signature                                                                                                                             | Signature  |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 5

OHS Case ID: **04466SGDN396**

Field Visit no: **04466SGDN397**

Visit Date: **2023-MAR-23**

Field Visit Type: **INITIAL**

Workplace Identification: **LORD DUFFERIN PUBLIC SCHOOL**

Notice ID:

**350 PARLIAMENT STREET, TORONTO, ON, CANADA M5A 2Z7**

determine if such change could provoke violent behaviours.

It is recommended that the risk reassessment be reviewed at least annually in consultation with the JHSC, MJHSC and/or health and safety representative and workplace parties who have knowledge and experience dealing with workplace violence and its prevention in that specific workplace.

3. - A Workplace Violence Program has not be developed and maintained for the workplace - ORDER ISSUED

- At the time of the visit, a conversation was had surrounding workplace violence program.

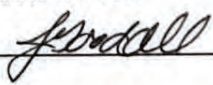
The workplace violence program must include:

- a) measures and procedures to control the risks identified in the assessment or reassessment of the risks of workplace violence identified as likely to expose a worker to physical injury
- b) measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur; As stated in the "Workplace violence in school boards: A guide to the law" - "School boards must ensure that the measures and procedures for summoning immediate assistance are reliable and effective at all times". A discussion was had regarding effective means of summoning immediate assistance for workers during non-routine activities and locations such as hallways and washrooms. The employer committed to assessing and including their measures and procedures for summoning immediate assistance in the workplace violence program.
- c) measures and procedures for workers to report incidents of workplace violence to the school board or supervisor; and
- d) details of how the school board will investigate and deal with incidents or complaints of workplace violence.

The employer is reminded to ensure that workers received information and instruction on the workplace violence program once it is implemented.

Resources:

- 1. Workplace violence in school boards: A guide to the law  
<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law>
- 2. Part V: Right to refuse or to stop work where health and safety in danger  
[https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger#:~:text=The%20Occupational%20Health%20and%20Safety%20Act%20\(%20OHSA%20\)%20gives%20a%20worker,viole%20may%20also%20refuse%20work.](https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger#:~:text=The%20Occupational%20Health%20and%20Safety%20Act%20(%20OHSA%20)%20gives%20a%20worker,viole%20may%20also%20refuse%20work.)
- 3. Part VII: Notices  
<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-vii-notices>
- 4. MLITSD : Workplace Violence in Education Compliance Initiative Webinar

| Recipient       | Inspector Data                                                                                                                                                                                                           | Worker Representative |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Jaclyn Goodall</b><br>OCCUPATIONAL HEALTH & SAFETY INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>1600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: 416-358-4692<br>Fax: 647-777-5013 | Name _____            |
| Title _____     |                                                                                                                                                                                                                          | Title _____           |
| Signature _____ | Signature                                                                                                                             | Signature _____       |

Operations Division      Occupational  
Health and Safety

## Field Visit Report

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OHS Case ID: **04466SGDN396**

Field Visit no: **04466SGDN397**

Visit Date: **2023-MAR-23**

Field Visit Type: **INITIAL**

Workplace Identification: **LORD DUFFERIN PUBLIC SCHOOL**

Notice ID:

**350 PARLIAMENT STREET, TORONTO, ON, CANADA M5A 2Z7**

<https://www.pshsa.ca/training/free-training/mlitsd-workplace-violence-in-education-compliance-initiative-webinar>

5. Workplace Violence Risk Assessment Tools

<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-tools>

END OF REPORT. A copy of this report is to be posted in the workplace.

Recipient

Inspector Data

Worker Representative

**Jaclyn Goodall**

Name \_\_\_\_\_

OCCUPATIONAL HEALTH & SAFETY INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

1600-5001 Yonge St, North York ON M7A 0A3  
MOLCOMPLIANCEIHSTORW@ontario.ca

Title \_\_\_\_\_

**Tel: 416-358-4692**

**Fax: 647-777-5013**

Signature



Signature



Signature



Operations Division Occupational  
Health and Safety

Field Visit Report

Page 5 of 5

OHS Case ID: **04466SGDN396**

Field Visit no: **04466SGDN397**

Visit Date: **2023-MAR-23**

Field Visit Type: **INITIAL**

Workplace Identification: **LORD DUFFERIN PUBLIC SCHOOL**

Notice ID:

**350 PARLIAMENT STREET, TORONTO, ON, CANADA M5A 2Z7**

Order(s) /Requirement(s) Issued To:

To:

**TORONTO DISTRICT SCHOOL BOARD**

Org/Ind Role

**Primary Employer**

Mailing Address:

**5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type<br>Code         | ActReg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                             | Comply by Date |
|----|----------------------|--------|------|--------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>04466SGDQ399 | OHS    | 1990 | 32.0.2 | 1           |        | An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1 (1) (a). At the time of the inspection, a program with respect to workplace violence had not been developed. | 2023-APR-20    |

Recipient

Inspector Data

Worker Representative

Name

**Jaclyn Goodall**  
OCCUPATIONAL HEALTH & SAFETY INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
1600-5001 Yonge St, North York ON M7A 0A3  
MOLCOMPLIANCEIHSTORW@ontario.ca  
Tel: 416-358-4692  
Fax: 647-777-5013

Name

Title

Title

Signature

Signature

Signature

Operations Division Occupational Health and Safety

## Field Visit Report

Page 1 of 6

OHS Case ID: **04479SGBB654**

Field Visit no: **04479SGCS655**

Visit Date: **2023-MAR-22**

Field Visit Type: **INITIAL**

Workplace Identification: **PENINSULA SHORES DISTRICT SCHOOL**

Notice ID:

**115 GEORGE STREET, WIARTON, ON, CANADA N0H 2T0**

Telephone:  
**(519) 534-2205**

JHSC Status:  
**Active**

Work Force #:  
**57**

Completed %:

Persons Contacted: **SEE NARRATIVE**

Visit Purpose: **TO AUDIT COMPLIANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ASSOCIATED REGULATIONS**

Visit Location: **CONFERENCE ROOMS, STAFF ROOM, DL ROOMS, RESOURCE ROOM#1116**

Visit Summary: **ORDER ISSUED**

### Detailed Narrative:

A visit was done at this workplace as part of the The Ministry of Labour, Immigration, Training and Skills Development (MLITSD)'s Workplace Violence in Education Initiative, accompanied by MLITSD Inspector Louise Naylor. The MLITSD is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

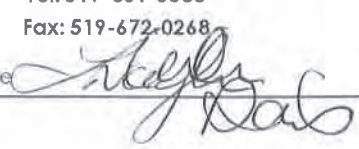
Workplace violence is defined in the OHSA as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, 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, in a workplace, that could cause physical injury to the worker

This definition of workplace violence is broad enough to include acts that would constitute offences under Canada's Criminal Code.

This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
  - o Training on and use of personal protective equipment for workers.
  - o Means of summoning immediate assistance.
  - o Measures and procedures for preventing workplace violence during transitions, such as:
    - § moving between classrooms
    - § returning to school after prolonged absences
    - § non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment

| Recipient | Inspector Data                                                                                 | Worker Representative |
|-----------|------------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Leila Davis</b>                                                                             | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                                |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                    |                       |
| Title     | 217 York Street, 5th Floor, London, ON N6A 5P9                                                 | Title                 |
|           | CMHSPLDNCompliance@ontario.ca                                                                  |                       |
|           | <b>Tel: 519-851-5538</b>                                                                       |                       |
|           | <b>Fax: 519-672-0268</b>                                                                       |                       |
| Signature | Signature  | Signature             |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 2 of 6

OHS Case ID: **04479SGBB654**

Field Visit no: **04479SGCS655**

Visit Date: **2023-MAR-22**

Field Visit Type: **INITIAL**

Workplace Identification: **PENINSULA SHORES DISTRICT SCHOOL**

Notice ID:

**115 GEORGE STREET, WIARTON, ON, CANADA N0H 2T0**

Work refusal process

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

### Resources

- Workplace Violence in School Boards: A Guide to the Law
- Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | [ontario.ca](https://www.ontario.ca)
- Part VII: Notices | Guide to the Occupational Health and Safety Act | [ontario.ca](https://www.ontario.ca)
- Public Services Health and Safety Association | MLITSD: Workplace Violence in Education Compliance Initiative Webinar ([pshsa.ca](https://www.pshsa.ca))
- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit

The following workplace parties were present:

[REDACTED]

### REQUESTED:

- \* Copy of most recent Workplace Violence Risk Assessment for this workplace
- \* Summary of workplace violence incidents for September 2022 school year to date

### Reporting and Investigations:

- \* Discussed worker awareness/training on reporting incidents of workplace violence - workers trained to use online reporting system
- \* Supervisor conducts investigations / debriefs into reported incidents

s. 52 (1) If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence containing the prescribed information and particulars to the JHSC and the trade union, if any.

- \* Workplace parties stated there have been no recent reports of critical injuries; workplace parties reported

| Recipient | Inspector Data                                                                                                            | Worker Representative                                                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name      | <b>Leila Davis</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                      | Name                                                                                            |
| Title     | 217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPLDNCompliance@ontario.ca<br>Tel: 519-851-5538<br>Fax: 519-672-0268 | Title                                                                                           |
| Signature | Signature                             | Signature  |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 3 of 6

OHS Case ID: **04479SGBB654**

Field Visit no: **04479SGCS655**

Visit Date: **2023-MAR-22**

Field Visit Type: **INITIAL**

Workplace Identification: **PENINSULA SHORES DISTRICT SCHOOL**

Notice ID:

**115 GEORGE STREET, WIARTON, ON, CANADA N0H 2T0**

52(1) incidents due to workplace violence notices to JHSC / Union fulfilled by HR.

Workplace Violence Risk Assessments (WVRAs):

\* Workplace parties stated Principal conducts WVRA annually - uses template and engage workers (JHSC) at site in process

\* Written results of WVRAs provided to JHSC

\* Discussed requirement to ensure work done by workers off-site (ie field trips, phys. ed activities, co-op placement teachers, home instruction, music program etc) included in WVRA - discussed Co-op placement visits, new Advisor position and S.A.L work

Discussed requirement for employer to assess the risk of workplace violence at each workplace location (assessed for its own unique risks of workplace violence in addition to the common risks) that may arise from

o The nature of the workplace (refers to the physical aspects of the workplace, whether it is a building, construction site, vehicle, or forest including workplace lighting, lines of sight, depth of counters, entrances, exits and objects that could be used to hurt workers).

o The type of work (refers to the activities workers perform (such as handling cash), the sector of work (such as education, health care) and people with whom workers interact (such as students, parents or community members))

o The conditions of work (refers to other aspects such as hours worked, the surrounding neighbourhood and whether workers move from location to location, work alone or in isolation.)

Workplace Violence Program:

Workplace violence program must include measures and procedures to control the risks identified in the WVRA as likely to expose a worker to physical injury. Measures must include controls to protect workers:

- during movement between classrooms
- students/staff returning after long absences
- during non-routine activities such as fire drills, assemblies, field trips
- during school bus travel

Workplace parties stated controls in place include but are not limited to:

- controlled access
- cctv cameras
- safety plans
- behavioural de-escalation training (BMS)
- domestic violence protocols

Recipient

Inspector Data

Worker Representative

**Leila Davis**

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

217 York Street, 5th Floor, London, ON N6A 5P9

CMHSPLDNCompliance@ontario.ca

**Tel: 519-851-5538**

**Fax: 519-672-0268**

Name

Title

Signature

Name

Title

Signature

Operations Division      Occupational  
Health and Safety

## Field Visit Report

Page 4 of 6

OHS Case ID: **04479SGBB654**

Field Visit no: **04479SGCS655**

Visit Date: **2023-MAR-22**

Field Visit Type: **INITIAL**

Workplace Identification: **PENINSULA SHORES DISTRICT SCHOOL**

Notice ID:

**115 GEORGE STREET, WIARTON, ON, CANADA N0H 2T0**

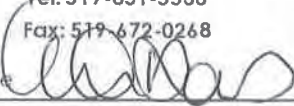
- phones / two-way radios / PA system
- post-incident reviews
- Personal Protective Equipment (PPE)
- emergency drills

### Summoning Immediate Assistance:

- \* Emergency call code used by workers - discussed training of workers responding to emergency code
- \* It was understood that two-way radios are available in the workplace but use is voluntary
- \* Discussed summoning immediate assistance during work offsite; workplace parties stated they use personal phones

### Information and Instruction:

- \* Employer must provide information and instruction on employer's workplace violence program including hazards and controls in place, how to summon immediate assistance, incident reporting and investigation process
- \* Workplace parties reported that workers are provided with training annually (Board-wide) - discussed requirement to ensure workers, including occasional, custodial and administrative workers, are trained via in-person instruction including hazards specific to their work locations
  - workplace parties stated Principal does orientation meeting at start of school year and reviews/ regular meetings
  - EAs receive BMS training
  - Workers contacted able to demonstrate knowledge of PPE location / use
  - "Emergency" (call-in) worker contacted during visit was not able to demonstrate they had received information and instruction on employer's workplace violence program, including means to summon immediate assistance (ORDER ISSUED). The employer is reminded that Supervisors are required to advise workers, including contract / occasional / emergency teachers, EA's and custodians, of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware. The employer must ensure workers are provided with information and instruction on the measures and procedures in place to control the risks identified in the WVRA.
- \* Employer uses written safety plans to provide workers with information related to a risk of workplace violence from a person with a history of violent behaviour - employer must ensure teaching / support / administrative / occasional / on-call / contract workers receive this information when the:
  - worker can be expected to encounter the violent person in the course of his or her work; and the
  - risk of workplace violence is likely to expose the worker to physical injury

| Recipient | Inspector Data                                                                                                                                                                                                    | Worker Representative |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Leila Davis</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>CMHSPLDNCompliance@ontario.ca<br>Tel: 519-851-5538<br>Fax: 519-672-0268 | Name                  |
| Title     |                                                                                                                                                                                                                   | Title                 |
| Signature | Signature                                                                                                                      | Signature             |

Operations Division      Occupational  
Health and Safety

## Field Visit Report

Page 5 of 6

OHS Case ID: **04479SGBB654**

Field Visit no: **04479SGCS655**

Visit Date: **2023-MAR-22**

Field Visit Type: **INITIAL**

Workplace Identification: **PENINSULA SHORES DISTRICT SCHOOL**

Notice ID:

**115 GEORGE STREET, WIARTON, ON, CANADA N0H 2T0**

The employer/supervisor shall not disclose more personal information than is reasonably necessary to protect the worker from physical injury.

Employer stated workers are provided with this information and instruction in the office prior to starting shift-truncated versions of safety plans in binder with sign-offs, schedules and notes.

Discussed work refusal process - refer to section 43 of the Occupational Health and Safety Act.

THE EMPLOYER SHALL FORTHWITH POST A COPY OF THIS ENTIRE REPORT IN THE WORKPLACE WHERE IT WILL COME TO THE ATTENTION OF WORKERS

### CONTACT INFORMATION:

Notify the MLITSD of fatalities, critical injuries, work refusals, reprisals and unsafe work practices: Health & Safety Contact Centre - Toll-free: 1-877-202-0008 TTY: 1-855-653-9260

Information on the MLITSD's Enforcement Strategy and additional health and safety information can be accessed at <https://www.ontario.ca/page/workplace-health-and-safety>

For external assistance that may help you and your company on matters of compliance with Health and Safety contact:

Workplace Safety & Prevention Services (WSPS) 1-877-494-9777 - [www.wsps.ca](http://www.wsps.ca)

Infrastructure Health & Safety Association (IHSA) 1-800-263-5024 - [www.ihsa.ca](http://www.ihsa.ca)

Canadian Centre for Occ. Health & Safety (CCOHS) 1-800-668-4284 - [www.ccohs.ca](http://www.ccohs.ca)

These contacts have the expertise to help you comply with any MLITSD requirements or orders and may assist you in understanding the overall scope of the MLITSD visit.

Recipient

Inspector Data

Worker Representative

Name

Title

Signature

**Leila Davis**

O.H.S.A. & B.O.S.T.A. INSPECTOR

PROVINCIAL OFFENCES OFFICER

217 York Street, 5th Floor, London, ON N6A 5P9

CMHSPLDNCompliance@ontario.ca

Tel: **519-851-5538**

Fax: **519-672-0268**

Signature

Name

Title

Signature

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 6 of 6

OHS Case ID: **04479SGBB654**

Field Visit no: **04479SGCS655**

Visit Date: **2023-MAR-22**

Field Visit Type: **INITIAL**

Workplace Identification: **PENINSULA SHORES DISTRICT SCHOOL**

Notice ID:

**115 GEORGE STREET, WIARTON, ON, CANADA N0H 2T0**

### Order(s) /Requirement(s) Issued To:

To:

**BLUEWATER DISTRICT SCHOOL BOARD**

Org/Ind Role

**Primary Employer**

Mailing Address:

**P.O.BOX 190, CHESLEY, ON, CA N0G 1L0**

### Order(s) /Requirement(s) Description:

*You are required to comply with the order(s) /requirement(s) by the dates listed below.*

| No | Type<br>Code         | ActReg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Comply by Date |
|----|----------------------|--------|------|--------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>04479SGCS656 | OHS    | 1990 | 32.0.5 | 2           | a      | The employer shall provide workers with information and instruction that is appropriate for the workers on the contents of the policy and program with respect to workplace violence and any other prescribed information or instruction. At the time of the visit, it was determined that not all emergency workers had received information and instruction on the employer's workplace violence program, including the means available to summon immediate assistance. | 2023-APR-30    |

Recipient

Inspector Data

Worker Representative

Name



Title

**Leila Davis**  
O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
217 York Street, 5th Floor, London, ON N6A 5P9  
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Tel: 519-851-5538  
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Signature

Name

Title

Signature



Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 1 of 4

OHS Case ID: 04376SDQP772

Field Visit no: 04376SDQP773

Visit Date: 2023-FEB-21

Field Visit Type: INITIAL

Workplace Identification: WOODLAND PUBLIC SCHOOL

Notice ID:

1325 CEDARGROVE DRIVE, NORTH BAY, ON, CANADA P1B 4S3

Telephone:  
(705) 472-9251JHSC Status:  
ActiveWork Force #:  
70

Completed %:

Persons Contacted:

Visit Purpose: WORKPLACE VIOLENCE IN EDUCATION INITIATIVE 2023

Visit Location: PRINCIPALS OFFICE, STAFF ROOM/LUNCH ROOM

Visit Summary: SEE DETAILED NARRATIVE

## Detailed Narrative:

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
- Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Workplace violence risk reassessment
- Work refusal process

Measures and procedures for preventing workplace violence during transitions, such as:

- (1) moving between classrooms
- (2) returning to school after prolonged absences
- (3) non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

| Recipient | Inspector Data                                                                                | Worker Representative |
|-----------|-----------------------------------------------------------------------------------------------|-----------------------|
| Name      | Paul Marut                                                                                    | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
| Title     | 104-200 First Ave W, North Bay, ON P1B 3B9                                                    | Title                 |
|           | Tel: (705) 690-9473                                                                           |                       |
|           | Fax: (705) 497-6850                                                                           |                       |
| Signature | Signature  | Signature             |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 2 of 4

OHS Case ID: **04376SDQP772**

Field Visit no: **04376SDQP773**

Visit Date: **2023-FEB-21**

Field Visit Type: **INITIAL**

Workplace Identification: **WOODLAND PUBLIC SCHOOL**

Notice ID:

**1325 CEDARGROVE DRIVE, NORTH BAY, ON, CANADA P1B 4S3**

### Inspector Findings

- Prior to this meeting the inspector was supplied, via email, with the following Near North District School Board documents for review;

- (a) Guideline: Health and Safety: Reporting and Investigation of Workplace Incidents/Injuries: Employees
- (b) Health and Safety: Emergency Response Plan
- (c) Health and Safety Policy Statement
- (d) Health and Safety Violence Policy Statement (dated June 01, 2016)
- (e) Workplace Harassment Policy Statement
- (f) Workplace Harassment Administrative Guide
- (g) Woodland Public School Violence Risk Assessment - March 2022.

- Workplace Violence Policy and Program is in place in the workplace. The "Health and Safety Violence in Workplace Policy" posted at the JHSC Board in the staff room is stamped with a revised date of August 1, 2018. The Occupational Health and Safety Act (OHSA) requires the workplace violence policy be reviewed yearly. The inspector was informed that the policy was last reviewed around October/November 2022 and has been submitted to the Director to be signed/date stamped. Signing and dating of a policy by the highest level of management of the employer following policy review provides a efficient way to quickly demonstrate compliance with this section of the Act.

- Workers are trained in the workplace violence policy and reporting procedure annually. An on-line module is assigned at the start of the school year during professional development days and workers complete. Occasional workers complete workplace the violence training module as well. Training is refreshed yearly.

- 1/2 day of professional development dedicated to Health and Safety, including physical aggression, is delivered during August PD days.

- Occasional teachers (OT) are provided with information and instruction on students that may present an increased risk of violent behaviour upon arrival to the school. This information is included in the lesson plan. The principal reviews the lesson plan and package prior to handover to the occasional teacher. OT's are also supplied with school specific safety plans, (ie how to summon immediate assistance).

- All Educational Assistants (EA's) working with students are required to complete the Behavioural Modification System (BMS) training. Any worker without BMS training who finds themselves in an escalating situation where physical intervention may be required, is expected to summon an additional party to intervene who is trained

| Recipient | Inspector Data                                                                                | Worker Representative |
|-----------|-----------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Paul Marul</b>                                                                             | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
| Title     | 4-200 First Ave W, North Bay, ON P1B 3B9                                                      | Title                 |
|           | Tel: (705) 690-9473                                                                           |                       |
|           | Fax: (705) 497-6850                                                                           |                       |
| Signature | Signature  | Signature             |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 4

OHS Case ID: 04376SDQP772

Field Visit no: 04376SDQP773

Visit Date: 2023-FEB-21

Field Visit Type: INITIAL

Workplace Identification: WOODLAND PUBLIC SCHOOL

Notice ID:

1325 CEDARGROVE DRIVE, NORTH BAY, ON, CANADA P1B 4S3

in BMS.

- At this workplace there are currently no Behaviour Management plans which requires staff to wear specific PPE (kevlar bite guards, kevlar shin guards, etc.). Limited amounts of this type of PPE are stored at the workplace, and a procedure to obtain a supply of PPE from a central board repository of equipment exists, should Behaviour Management plans in place at the workplace require PPE usage.

- The Health & Safety board in the staffroom was found to have posted copies of JHSC meeting minutes and monthly inspection report (Feb 2023).

- Workers complete Ministry of Labour Immigration Training and Skills Development Health and Safety Awareness in 4 step training modules which includes instruction on right to refuse unsafe work, and initiation of a work refusal process.

- The workplace provides in class Care Hawk Emergency Response System as the primary method to summon immediate assistance. Workers are instructed to use their voices to summon immediate assistance from nearby staff as a secondary method. Approximately 40 walkie talkies are available in the workplace, these devices may be requested at the office, but are typically not used.

Workers have been allowed to communicate with the principal, vice principal or office, via their personal phones as a means of summoning immediate assistance when they are not in proximity to the Care Hawk System, and are unable to summon assistance by voice. The employer is reminded that procedures for the summoning of immediate assistance when workplace violence occurs or is likely to occur, should avoid the reliance on devices outside of the employers control. At this time there is no process to confirm a worker has cell phone availability, and that any cell phone on them is in working condition.

- Access to the physical building is limited, with CCTV camera's and the requirement to be visually screened and buzzed in at entry point.

End of Inspector Findings

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

This visit must be posted in the workplace at a conspicuous location for workers to view for at least 14 days.

| Recipient | Inspector Data                                                                                                         | Worker Representative |
|-----------|------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | Paul Marut<br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>200 First Ave W, North Bay, ON P1B 3B9 | Name                  |
| Title     | Tel: (705) 690-9473<br>Fax: (705) 497-6850                                                                             | Title                 |
| Signature | Signature                           | Signature             |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 4 of 4

OHS Case ID: 04376SDQP772

Field Visit no: 04376SDQP773

Visit Date: 2023-FEB-21

Field Visit Type: INITIAL

Workplace Identification: WOODLAND PUBLIC SCHOOL

Notice ID:

1325 CEDARGROVE DRIVE, NORTH BAY, ON, CANADA P1B 4S3

### RESOURCES

Workplace Violence in School Boards: A Guide to the Law

<[https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?](https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?_ga=2.200025254.988363372.1578088667-332171705.1509728259)  
\_ga=2.200025254.988363372.1578088667-332171705.1509728259>

Workplace Violence Risk Assessment Toolkit

<<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>>

Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | ontario.ca

<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>>

Public Services Health and Safety Association | MLTSD: Workplace Violence in Education Compliance Initiative Webinar (pshsa.ca)

<<https://www.pshsa.ca/training/free-training/mltsd-workplace-violence-in-education-compliance-initiative-webinar>>

| Recipient | Inspector Data                                                                                | Worker Representative |
|-----------|-----------------------------------------------------------------------------------------------|-----------------------|
| Name      | Paul Marut                                                                                    | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
| Title     | 200 First Ave W, North Bay, ON P1B 3B9                                                        | Title                 |
|           | Tel: (705) 690-9473                                                                           |                       |
|           | Fax: (705) 497-6850                                                                           |                       |
| Signature | Signature  | Signature             |

Operations Division  
Occupational Health and Safety

## Field Visit Report

Page 1 of 9

OHS Case ID: 04377SFLL688

Field Visit no: 04377SFLL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification:

STRATHROY DISTRICT COLLEGIATE INSTITUTE

Notice ID:

361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Telephone:  
(519) 245-2680JHSC Status:  
ActiveWork Force #:  
118

Completed %:

Persons Contacted:

Visit Purpose: PROACTIVE INSPECTION: WORKPLACE VIOLENCE IN EDUCATION INITIATIVE

Visit Location: 361 SECOND ST, STRATHROY - CONFERENCE ROOM, MAIN HALLWAY, HEALTH SERVICE ROOM R173C, RESOURCE ROOM R157, DEVELOPMENTAL AREA ROOM R165 AND SHARED AREAS WITH HOLY CROSS CSS

Visit Summary: ORDERS ISSUED - SEE DETAILED NARRATIVE

## Detailed Narrative:

## PURPOSE OF INSPECTION

A pro-active workplace inspection as per the Ministry of Labour's Workplace Violence in Education Initiative that runs from February 1st to March 31, 2023, was completed at this workplace by the Ontario Ministry of Labour, Immigration, Training and Skills Development (MLTSD) to monitor compliance with the Occupational Health & Safety Act and its regulations as applied to worker exposure to violence in the workplace. This Inspector was accompanied by MLTSD Inspector Sean Spanton at the time of visit.

## Workplace Violence in Education Initiative

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools. Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers. This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
- Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as:
  - moving between classrooms
  - returning to school after prolonged absences
  - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

You can call 1-877-202-0008 anytime to anonymously report workplace health and safety incidents or complaints.

## Recipient

Name

Title

Signature

## Inspector Data

Patricia Capling

O.H.S.A. &amp; B.O.S.T.A. INSPECTOR

PROVINCIAL OFFENCES OFFICER

7 York Street, 5th Floor, London, ON N6A 5P9

Tel: (519) 630-9648

Fax: (519) 672-0268

Signature

Patricia Capling

## Worker Representative

Name

Title

Signature

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 2 of 9

OHS Case ID: 04377SFL688

Field Visit no: 04377SFL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification:

STRATHROY DISTRICT COLLEGIATE INSTITUTE

Notice ID:

361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

ITEMS DISCUSSED WITH THE PERSONS CONTACTED/INSPECTOR FINDINGS:

The Inspectors met with the persons contacted and discussed the focus of the Workplace Violence in Education Initiative. Requirements with respect to workplace violence under the OHSA/90 were discussed with the persons contacted. The Inspector's attended the front entrance, office, Main hallway, Health Service Room R173C, Resource Room R157, Developmental Area Room R165 and shared areas with Holy Cross CSS (cafeteria, tech hallway, gymnasiums, auditorium, back entrance, music hallway) to review and discuss measures implemented in the workplace for the protection of workers from workplace violence.

The following documents were provided to this Inspector prior to attending the workplace and reviewed/discussed with the persons contacted at the time of visit:

- #08394 2022 Site Specific Workplace Violence Assessment, Dated: Jun 14, 2022 (8 pages)
- CUPE JHSC Meeting Minutes, Date: Feb 9, 2023 (7 pages)
- Teaching JHSC Meeting Minutes, Date: Jan 18, 2023 (6 pages)
- Employee Incident Reporting and Violent Incidents Overview, Jan 2023 (10 pages)
- SDCI Workplace Violence Incidents Summary, 2022-2023 (Spreadsheet) - 108 Recorded Incidents
- Workplace Violence Assessment Survey 2021-2022 School-Level Summary Report - SDCI (11 pages)
- SDCI Site Specific Workplace Violence Hazard Completion Summary 2022 - For Staff Distribution (2 pages)
- Violence in the Workplace Policy, Policy No. 3011, Date: 15-June-2010 (1 pages)
- Violence in the Workplace Procedure, Procedure No. 3011a, Date: 23-Jan-2018 (10 pages)
- Domestic Violence In the Workplace, Procedure No. 2005I, Date: 20-Dec-2011 (3 pages)
- Workplace/Personal Staff Safety, Procedure, Date: Unknown (4 pages)
- Management of Aggressive Behaviour, Procedure No. 4008F, Date: 27-Nov-17 (20 pages)
- TVDSB Training Matrix (1 page)

The following additional documents provided to the Inspectors at the time of visit were reviewed and discussed with the persons contacted:

- Individual Behaviour Plan (IBP), Quick Reference, September 2022 (2 pages)
- Management of Aggressive Behaviour Safety Plan, Quick Reference, April 2020 (2 pages)

WORKPLACE VIOLENCE INCIDENTS:

This Inspector reviewed and discussed with the persons contacted the SDCI Workplace Violence Incidents Summary, 2022-2023. At the time of visit workers had reported 108 incident of workplace violence since September 2022, with a majority of the incidents reported by educational assistants (EAs) working directly with students that have developed Management of Aggressive Behaviour Safety Plans (MOABS).

| Recipient | Inspector Data                                                                                                                              | Worker Representative |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Name                  |
| Title     | Tel: (519) 630-9648<br>Fax: (519) 672-0268                                                                                                  | Title                 |
| Signature | Signature <i>Patricia Capling</i>                                                                                                           | Signature             |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 3 of 9

OHS Case ID: 04377SFLL688

Field Visit no: 04377SFLL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification:

STRATHROY DISTRICT COLLEGIATE INSTITUTE

Notice ID:

361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

The 8 incidents of violence reported by teachers were discussed at the time of visit, including the details of the incidents and actions taken as a result of the investigation. When discussing worker information and instruction, specifically teachers, to mitigate the risk of violence, such as situational awareness, de-escalation techniques, conflict avoidance, etc., the persons contacted indicated that not all teachers at the workplace had received adequate training to protect workers from workplace violence (ORDER ISSUED)

The persons contacted indicated that there are methods in place for responding, reporting, documenting and investigation violent incidents at the workplace. Actions are taken, as applicable, to address findings of the internal investigation into the incident. MOABS or Individual Behaviour Plans (IBP) may also be developed/updated with the applicable workplace parties as a result of a reported violent incident.

The persons contacted indicated that an emergency response team was recently developed at the workplace to assist with the management of incidents. It is the expectation of this Inspector, and the employer's responsibility to ensure that all workers are knowledgeable of their role when responding to different types of emergencies and the responsibilities/limitations of the newly developed response team as it applies to incidents of workplace violence.

Records of reported workplace violence incidents are maintained on a central database which are reviewed by Health and Safety for TVDSB to identify trends and initiate a follow-up from the behavioural support team of identified trends or behavioural concerns.

Workers are trained on workplace violence reporting guidelines and requirements during orientation and at least annually at the workplace. The employer is encouraged to ensure that there are clear reporting guidelines for workplace violence at the workplace for all workers, including occasional and itinerant workers, to ensure consistency in reporting and information documented.

Reprisal under OHSA/90, s.50(1) was discussed with the persons contacted. The employer is reminded that no employer or person acting on behalf of an employer shall,

- (a) dismiss or threaten to dismiss a worker;
- (b) discipline or suspend or threaten to discipline or suspend a worker;
- (c) impose any penalty upon a worker; or
- (d) intimidate or coerce a worker,

because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations or has given evidence in a proceeding in respect of

| Recipient | Inspector Data                                                                                                                              | Worker Representative |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Name                  |
| Title     | Tel: (519) 630-9648<br>Fax: (519) 672-0268                                                                                                  | Title                 |
| Signature | Signature <i>Patricia Capling</i>                                                                                                           | Signature             |

Operations Division Occupational Health and Safety

## Field Visit Report

Page 4 of 9

OHS Case ID: 04377SFL688

Field Visit no: 04377SFL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: STRATHROY DISTRICT COLLEGIATE INSTITUTE

Notice ID:

361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

the enforcement of this Act or the regulations or in an inquest under the Coroners Act.

### WORKPLACE VIOLENCE RISK ASSESSMENT:

This Inspector reviewed and discussed the provided SDCI 2022 Site Specific Workplace Violence Assessment and Summary. The Site-Specific Workplace Violence Assessment and summary reviewed at the time of visit utilized resources such as trespass orders, MOABS plans, suspensions/expulsion data, staff safety plans and staff assessment survey, as well as unreported data to be considered to assess the following risks of violence to workers:

- Personal safety (Note: The main area staff feel unsafe in the staff survey, include the washrooms, change rooms and the cafeteria. No specific details available on the identified risks associated to the areas)
- Interactions with students (MOABS and IBPs support assessment)
- Interactions with Employee / General Public (Workplace/Personal Staff Safety Plans support assessment)
- Policies and Practices (eg. summoning immediate assistance, communications)
- Special Education Classroom Risk Assessment (Note: physical characteristics of the classroom are not captured in assessment output)

Note: the SDCI Workplace Violence Assessment Survey 2021-2022 School-Level Summary Report identified that 29 out of 118 workers at the workplace completed that staff survey which represents less than a quarter of workers at the workplace.

The Inspectors discussed the requirement for employer to assess the risk of workplace violence at each workplace location (assessed for its own unique risks of workplace violence in addition to the common risks) that may arise from:

- The nature of the workplace (refers to the physical aspects of the workplace, whether it is a building, construction site, vehicle, or forest including workplace lighting, lines of sight, depth of counters, entrances, exits and objects that could be used to hurt workers).
- The type of work (refers to the activities workers perform (such as handling cash), the sector of work (such as education, health care) and people with whom workers interact (such as students, parents or community members) OR
- The conditions of work (refers to other aspects such as hours worked, the surrounding neighbourhood and whether workers move from location to location, work alone or in isolation.)

At the time of visit, the reviewed and discussed risk of violence assessments completed for workplace did not adequately assess the risks of workplace violence that may arise from the nature (physical aspects) of the workplace, such as shared common areas with neighbouring school/public, workplace access, lighting, lines

| Recipient | Inspector Data                                                                                                                              | Worker Representative |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Name                  |
| Title     | Tel: (519) 630-9648<br>Fax: (519) 672-0268                                                                                                  | Title                 |
| Signature | Signature <i>Patricia Capling</i>                                                                                                           | Signature             |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 5 of 9

OHS Case ID: 04377SFL688

Field Visit no: 04377SFL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: STRATHROY DISTRICT COLLEGIATE INSTITUTE  
361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Notice ID:

of sight, access to tools, etc., that may present a risk of violence to workers. (ORDER ISSUED).

The employer is reminded of the requirements, as per OHSA/90 s.32.0.3(3)(a) that an employer shall, advise the committee or a health and safety representative, if any, of the results of the assessment, and provide a copy if the assessment is in writing.

It is also the expectation of this Inspector that workplace specific training on violence includes the risks of violence identified through the risk assessment process and measures taken to mitigate the risks for the protection of workers.

The persons contacted indicated that a re-assessment of risk of violence are completed annually as well as whenever there are changes to the physical environment of the workplace or trends observed in the workplace that would trigger the re-assessment.

WORKPLACE VIOLENCE PROGRAM/MEASURES:

The program and measures in place at the workplace with respect to workplace violence were reviewed, discussed and observed at the time of visit with the persons contacted. Some methods observed and discussed in place at the workplace includes:

- controlled front door entry to the workplace
- continuous security and teacher patrol of the workplace during school hours
- security system in place with developed response procedure for alerts
- programmed door locking at entrances/exits, except the back door leading to the student parking lot (Note: the risk assessment should identify and address this access)
- defined shared spaces and established staggered schedules for use
- video surveillance system observed throughout the workplace, including entrances/exits from the buildings
- developed emergency lock-down procedure (observed posted in rooms visited)
- walkie-talkies/board phones are assigned to EAs (Education Assistants), LST (Learning Support Teachers) and Student Support, Principal/Vice Principal and some teachers working directly with identified high risk students, as applicable.
- PA/phones systems in each room to call for assistance
- MOABS and additional communication tools (eg. lesson plans, ASD Student Profiles and/or notes through the TVARRIS system) are utilized to communicate specific student information relating to triggers and management to teachers, EAs and support workers who may work directly with a student with an identified risk of violence
- Instead of the complete MOABS, Occasional teachers/EAs, itinerant and support workers may receive a

| Recipient | Inspector Data                                                                                                                                                                    | Worker Representative |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | Patricia Capling<br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London ON N6A 5P9<br>Tel: (519) 630-9648<br>Fax: (519) 672-0268 | Name                  |
| Title     |                                                                                                                                                                                   | Title                 |
| Signature | Signature Patricia Capling                                                                                                                                                        | Signature             |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 6 of 9

OHS Case ID: 043775FLL688

Field Visit no: 043775FLL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: STRATHROY DISTRICT COLLEGIATE INSTITUTE  
361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Notice ID:

summary of triggers and de-escalation techniques for students with developed MOABS and IBPs

- Risk assessment protocols for field trips including assessing the risks of violence to workers was discussed
- Working alone procedures are developed for the workplace. The employer is encouraged to ensure that workers are knowledgeable of, and following, the defined protocols and measures taken for worker safety when working alone.

Note: It was reported that no Personal Protective Equipment (PPE) is required for use by workers as a precaution to protect workers from violence at this workplace, based on the current developed Management of Aggressive Behaviour Plans for students at the workplace.

The walkie-talkies provided to workers are charged in the area of use and check daily prior to use. Additional walkie-talkies or board phones are available at the office for security, teachers performing hallway duty, or other determine requirements where a hands-on communication tool is deemed necessary. The walkie-talkie system is linked to the neighbouring school to assist with communication between the schools on safety issues.

The persons contacted indicated that security cameras observed located throughout the workplace are not monitored and are utilized to review incidents, with the exception of the camera at the front door which is monitored for building entrance. It is this Inspector's expectation, and the employer's responsibility to ensure that workers are aware of the use and limitation of the security measures in place at the workplace to ensure worker safety. Note: Thirteen (13) cameras were not working at the time of visit. The persons contacted indicated that a request to repair/replace has been submitted. It is the employer's responsibility to ensure availability, use and maintenance of the walkie-talkies, phones, cameras and other equipment utilized for the protection of workers.

The Management of Aggressive Behaviour Safety Plans (MOABS) are used to capture and provided workers information on a student identified as a risk of violence requiring behavioural support including known behaviour, behavioural triggers, pre-cursors (on-set) identifiers and de-escalation techniques. The plans are developed jointly with workplace parties (Principal/VP, Support Teams and other workers, Principals as applicable) and the parent/guardian for the student.

The developed plans are managed by the Principal and provided to workers (LST, Teacher, and EAs assigned to the classroom) to review for student with an identified risk of violence prior to the school year or as early as possible upon receipt or completion of development. Updates to the plans are typically done by the Principal/Vice Principal with the assistance, as applicable, of the support worker, LST, the EA working with the student and the parent/guardian for the student. Updated information and plans are provided to workers who

| Recipient       | Inspector Data                                                                                                                                                                            | Worker Representative |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>Tel: (519) 630-9648<br>Fax: (519) 672-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                           | Title _____           |
| Signature _____ | Signature <i>Patricia Capling</i>                                                                                                                                                         | Signature _____       |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 7 of 9

OHS Case ID: 04377SFL688

Field Visit no: 04377SFL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: STRATHROY DISTRICT COLLEGIATE INSTITUTE  
361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Notice ID:

are expected to come in contact with the student.

INFORMATION AND INSTRUCTION:

Information and instructions for workers with respect to workplace violence was discussed with the persons contacted. It was stated that all workers receive training on workplace violence at hire as well as annual refresher on workplace violence including the policy, procedures (reporting requirements for incidents of violence and Management of Aggressive Behaviour Safety Plans) and workplace measures in place to protect workers from violence.

Student specific information and instruction is provided to workers who work directly with student identified as a risk of violence requiring behavioural support through the documented Management of Aggressive Behaviour Safety Plans. All teachers, EAs, support workers and occasional/itinerant workers are required to review the plans prior to working with the student. Information was observed as available to workers in the resource and developmental area classrooms at the time of visit. In addition, the master binder of the developed MOABS plans and IBPs was observed maintained and available to workers by the Principal.

Additional Behaviour Management Systems (BMS) training and work specific training is provided to Administration (Principal/Vice Principal), EAs, Developmental Classroom Teachers (LST) and behavioural support workers, as applicable, working directly with students who have a developed Management of Aggressive Behaviour Plan and pose a risk of violence to workers.

The employer is reminded that, as per OHSA/90 s.32.0.5(3), an employer's duty to provide information to a worker under clause 25 (2) (a) and a supervisor's duty to advise a worker under clause 27 (2) (a) include the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

- (a) the worker can be expected to encounter that person in the course of his or her work; and
- (b) the risk of workplace violence is likely to expose the worker to physical injury.

It is the expectation of this Inspector, and the employer's responsibility to ensure, that methods are in place to ensure observed changes in behaviour of a student that could potentially put a worker at a risk of violence are consistently communication between worker's that may encounter violent behaviour from that student and that guidelines for an assessment of observed violent behaviour trends of a student not captured through the MOABS or IBPs, are defined and carried out by workers.

NOTE: Though time has been allowed by this Inspector to achieve compliance to the issued orders, it is this

| Recipient | Inspector Data                                                                                                                              | Worker Representative |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9 | Name                  |
| Title     | Tel: (519) 630-9648<br>Fax: (519) 672-0268                                                                                                  | Title                 |
| Signature | Signature <i>Patricia Capling</i>                                                                                                           | Signature             |

Operations Division  
Occupational Health and Safety

Field Visit Report

Page 8 of 9

OHS Case ID: 04377SFL688

Field Visit no: 04377SFL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification:

STRATHROY DISTRICT COLLEGIATE INSTITUTE

Notice ID:

361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Inspector's expectation, and the employer's responsibility to ensure, that interim measures are taken for the protection of workers from workplace violence.

NOTE: NOT ALL AREAS OF THE WORKPLACE WERE INSPECTED AT THE TIME OF THIS VISIT

RESOURCES FOR EMPLOYER SPECIFIC TO THIS INITIATIVE:

- Workplace violence in school boards: A guide to the law | ontario.ca  
<<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law>>
- Understand the law on workplace violence and harassment | ontario.ca  
<<https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment>>
- Preventing workplace violence and workplace harassment | ontario.ca  
<<https://www.ontario.ca/page/preventing-workplace-violence-and-workplace-harassment>>
- Guide to the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act>>
- Supervisors under the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/page/supervisors-under-occupational-health-and-safety-act>>
- Part V: Right to refuse or to stop work where health and safety in danger | Guide to the Occupational Health and Safety Act | ontario.ca  
<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>>
- R.R.O. 1990, Reg. 857: TEACHERS (ontario.ca) <<https://www.ontario.ca/laws/regulation/900857>>
- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit for the Education Sector (pshsa.ca)  
<<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>>

ASSISTANCE:

For more information on the Occupational Health and Safety Act, 1990 and all regulations under the OHSA/90 or to notify the MLTSD of fatalities, critical injuries, work refusals, reprisals and unsafe work practices, for the western region, call the Health & Safety Contact Centre - Toll-free: 1-877-202-0008 TTY: 1-855-653-9260. MLTSD's Enforcement Strategy and additional health and safety information can be accessed at  
<<https://www.ontario.ca/page/workplace-health-and-safety>>

Pursuant to OHSA/90 section 57, subsection (10 a), THE EMPLOYER SHALL FORTHWITH POST A COPY OF THIS ENTIRE REPORT IN THE WORKPLACE WHERE IT WILL COME TO THE ATTENTION OF WORKERS.

| Recipient       | Inspector Data                                                                                                                                                                            | Worker Representative |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Patricia Capling</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>217 York Street, 5th Floor, London, ON N6A 5P9<br>Tel: (519) 630-9648<br>Fax: (519) 672-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                           | Title _____           |
| Signature _____ | Signature <i>Patricia Capling</i>                                                                                                                                                         | Signature _____       |

Operations Division Occupational Health and Safety

Field Visit Report

Page 9 of 9

OHS Case ID: 04377SFL688

Field Visit no: 04377SFL689

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: STRATHROY DISTRICT COLLEGIATE INSTITUTE  
361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Notice ID:

Order(s) /Requirement(s) Issued To:

To:  
THAMES VALLEY DISTRICT SCHOOL BOARD

Org/Ind Role  
Primary Employer

Mailing Address:  
1250 DUNDAS ST, LONDON, ON, CA N6A 5L1

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type Code | Act/Reg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                        | Comply by Date |
|--------------|-----------|---------|------|--------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time      | OHS A   | 1990 | 25     | 2        | a      | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker from workplace violence. At the time of visit, adequate information and instruction had not been provided to teachers at this workplace to protect workers from workplace violence.                                                                                                                | 2023-APR-21    |
| 04377SFLN690 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| 2            | Time      | OHS A   | 1990 | 32.0.3 | 1        |        | The employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. At the time of visit, the completed site specific workplace assessments for risk of violence did not adequately assess the risks of workplace violence that may arise from the nature (physical aspects) of the workplace that may present a risk of violence to workers. | 2023-APR-21    |
| 04377SFLN691 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |

Recipient

Inspector Data

Worker Representative

Name \_\_\_\_\_

Patricia Capling  
O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

217 York Street, 5th Floor, London, ON N6A 5P9

Title \_\_\_\_\_

Tel: (519) 630-9648

Fax: (519) 672-0268

Signature

Signature

Patricia Capling

Signature

Ministry of Labour, Immigration,  
Training and Skills Development

Safe At Work Ontario

Ontario 

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 1 of 4

OHS Case ID: 0323459JV563

Field Visit no: 0323459JV564

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: SIMCOE COUNTY DISTRICT SCHOOL BOARD  
1170 HWY 26, MIDHURST, ON, CANADA L0L 1X0

Notice ID:

Telephone:  
(705) 728-7670

JHSC Status:  
Active

Work Force #:  
150

Completed %:

Persons Contacted:

Visit Purpose:

INSPECTION

Visit Location:

SCDSB EDUCATION CENTRE

Visit Summary:

SEE BELOW. ORDER DELIVERY AND DISCUSSION

### Detailed Narrative:

This Inspector attended the Education Centre today to deliver orders to the School Board to address contraventions to the employer's workplace violence program that were observed during a field visit that was conducted at Eastview Secondary School on 27-Feb-23. In conjunction with this visit, this inspector made a follow up call to the employer on 28-Feb-23 to further observe where the identified contraventions were rooted within the program. Additionally, a discussion regarding policies and programs with respect to the provision of how information, instruction and supervision is provided to occasional workers to protect these workers from potential risks of workplace violence was completed on 1-Mar-23 at Regent Park Elementary.

### Orders:

1. The employer has not provided workers with adequate information, instruction and supervision to complete the task of conducting workplace violence risk assessments in the workplaces under the carriage of the employer. ORDER ISSUED. Although there are policies available that detail the expected process of completing the risk assessment tool, these documents did not clearly define the process to follow to identify a potential risk, assess the identified risk and then carry this through to the program phase of the program so that the identified risk is mitigated and managed to an appropriate level of control.
2. The program that details how occasional workers are to be provided with information, instruction and supervision with respect to the risks of violence that the worker may become exposed to in a specific workplace does not ensure that the worker possesses and/or is provided with the measures, procedures, tools and equipment that may be specified as necessary to protect a worker from potential risks of violence that are present in the workplace. ORDER ISSUED.
3. The employer has not provided workers with adequate information, instruction and supervision to complete the task of conducting workplace violence risk re-assessments in the workplaces under the carriage of the employer. ORDER ISSUED. Although there are policies available that detailed an expected procedure, these documents did not clearly define the process for investigators to follow so that the risks associated with a

| Recipient | Inspector Data                                                                                                                                                | Worker Representative |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | WAYNE MURPHY                                                                                                                                                  | Name                  |
| Title     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                                                                | Title                 |
| Signature | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4<br>MOLComplianceFormsNewmarket@ontario.ca<br>Tel: (416) 434 1783<br>Fax: (905) 715-7609<br><i>Wayne Murphy</i> | Signature             |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 2 of 4

OHS Case ID: 03236SFJV553

Field Visit no: 03236SFJV554

Visit Date 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: SIMCOE COUNTY DISTRICT SCHOOL BOARD  
1170 HWY 26, MIDHURST, ON, CANADA L0L 1X0

Notice ID:

workplace violent incident (WVI in SCDSB Policy) were reviewed investigated and re-assessed post incident.

The employer was advised and has agreed to ensure that temporary measures and procedures have been established and implemented to address the above contraventions to ensure that potential risks of violence have been identified and assessed through to mitigating identified risk

Additionally that all workers who may be exposed to a risk of workplace violence have been afforded and provided with adequate measures, procedures, tools and training to continue to be protected from potential risks identified. The employer is advised that this includes but is not limited to all measures, procedures, tools and equipment as referenced on a safety plan

Lastly, the employer has agreed to ensure that temporary measures and procedures have been established and implemented that all reported WVTs are investigated in accordance with employer policy and including with the legislated duties as set out in the OHSA 1990 section 32.0.3 (4) which states

An employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence.

A copy of this report shall be posted in workplace

A copy of this report shall be forwarded to the JHSC and all unions and associations which represent workers within this workplace.

| Recipient | Inspector Data                                                                                                                                                | Worker Representative |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | WAYNE MURPHY                                                                                                                                                  | Name                  |
| Title     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                                                                | Title                 |
| Signature | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4<br>MOLComplianceFormsNewmarket@ontario.ca<br>Tel: (416) 434 1753<br>Fax: (905) 715-7609<br><i>Wayne Murphy</i> | Signature             |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 4

OHS Case ID: 03236SFJV553

Field Visit no: 03236SFJV554

Visit Date: 2023-MAR-08

Field Visit Type: INITIAL

Workplace Identification: SIMCOE COUNTY DISTRICT SCHOOL BOARD  
1170 HWY 26, MIDHURST, ON, CANADA L0L 1X0

Notice ID:

Order(s) /Requirement(s) Issued To:

To: SIMCOE COUNTY DISTRICT SCHOOL BOARD

Org/Ind Role  
Primary Employer

Mailing Address:  
1170 26 HWY, MIDHURST, ON, CA L0L 1Y0

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type<br>Code         | Act/Reg | Year | Sec | Sub<br>Sec | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Comply by Date |
|----|----------------------|---------|------|-----|------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>03236SFJV553 | OHSA    | 1990 | 25  | 2          | a      | An employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker. At the time of visit, the employer's workplace violence program that sets out the process of carrying out a risk assessment in a workplace did not provide workers with adequate information instruction and supervision to effectively carry out this process. As such, the process of assessing risk of violence in workplaces under the control of the employer is not being completed consistently and effectively.                                   | 2023-DEC-08    |
| 2  | Time<br>03236SFJV554 | OHSA    | 1990 | 25  | 2          | a      | Without limiting the strict duty imposed by subsection (1), an employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker. At the time of visit, the employer's workplace violence program did not provide a means to ensure that all workers, including occasional workers, have been provided and equipped with all information, instruction and supervision to protect a worker from known risks of workplace violence that are present in their workplace. The employer is advised that information, instruction and | 2023-SEP-05    |

Recipient

Inspector Data

Worker Representative

WAYNE MURPHY

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name

2-17345 Leslie Street, Newmarket ON, L3Y 0A4  
OLComplianceFormsNewmarket@ontario.ca

Title

Tel: (416) 434 1753

Fax: (905) 716-7609

Signature

Signature

Wayne Murphy

Signature

Page 4 of 4

**Notice ID:**

1170 26 HWY. MIDHURST, ON, CA L0L 1Y0

**You are required to comply with the order(s) / requirement(s) by the dates listed below.**

| No           | Type | Act/Reg | Year | Sec | Sub Sec | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comply by Date |
|--------------|------|---------|------|-----|---------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 3            | Time | OSHA    | 1990 | 25  | 2       | a      | <p>supervision provided shall include but not be limited to the components of the workplace violence program including documentation such as safety plans and any other materials or areas where specific measures, procedures, tools and equipment are referenced for the purpose of worker protection from known risks of workplace violence.</p> <p>An employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker. At the time of visit, the employer's workplace violence program that sets out the process for carrying out risk re-assessment in a workplace did not provide workers with adequate information, instruction and supervision to effectively carry out this process and continue to provide for worker safety under the employer's workplace violence policy and program. The process of re-assessing risks of violence in workplaces under the charge of the employer is not being completed consistently and effectively.</p> | 2023-SEP-      |
| 032345FKQ257 |      |         |      |     |         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |

Signature \_\_\_\_\_

**Fax: (905) 715-7609**

Title

## Literature

Wayne Murphy

**Signature**

Operations Division Occupational Health and Safety

## Field Visit Report

Page 1 of 6

OHS Case ID: **04471SDXR630**

Field Visit no: **04471SDXR631**

Visit Date: **2023-FEB-27**

Field Visit Type: **INITIAL**

Workplace Identification: **ST DAVID CATHOLIC ELEMENTARY SCHOOL  
240 KILLIAN ROAD, MAPLE, ON, CANADA L6A 1A8**

Notice ID:

Telephone:  
**(905) 832-1887**

JHSC Status:  
**Active**

Work Force #:  
**30**

Completed %:

Persons Contacted:

Visit Purpose: **TO DISCUSS A WORKPLACE VIOLENCE IN SCHOOLS INITIATIVE AND EMPLOYER RESPONSIBILITIES**

Visit Location: **OFFICE, ROOM 101**

Visit Summary: **ORDERS ISSUED, SEE DETAILED NARRATIVE**

### Detailed Narrative:

A proactive inspection was completed at this workplace by The Ministry of Labour, Immigration, Training and Skills Development as part of a 'Violence in Schools' initiative as well as to monitor compliance with the Occupational Health and Safety Act (OHSA/90), its associated regulations, and to promote the Internal Responsibility System (IRS) in the company. The goal of The Ministry of Labour is to reduce workplace injury and illness in workplaces across Ontario through education and enforcement.

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools.

This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
- Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as: moving between classrooms
- returning to school after prolonged absences
- non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- workplace violence risk reassessment
- work refusal process

Discussed information availability to workers (specific workers) and occasional workers related to student safety plans.

At time of visit the employer indicated that violent incidents in the school are recorded through incident reports and that workers fill out reports depending on incidents that have taken place. At time of visit discussed internal reporting procedures for workplace incidents and violence related incidents. Discussed maintaining consistency with reporting requirements and providing workers with information on reporting requirements and type of report being completed.

### Inspector Data

**Nick Hughes**

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

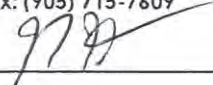
17345 Leslie Street, Newmarket ON, L3Y 0A4

LComplianceFormsNewmarket@ontario.ca

Tel: (647) 203-7467

Fax: (905) 715-7609

Signature



### Worker Representative

Name

Title

Signature

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 2 of 6

OHS Case ID: **04471SDXR630**

Field Visit no: **04471SDXR631**

Visit Date: **2023-FEB-27**

Field Visit Type: **INITIAL**

Workplace Identification: **ST DAVID CATHOLIC ELEMENTARY SCHOOL  
240 KILLIAN ROAD, MAPLE, ON, CANADA L6A 1A8**

Notice ID:

Discussed with workplace parties ensuring that workers involved in incident reporting are included in discussion regarding student safety plan and violence program re-assessment. At time of visit the employer indicated that workers are included in initial debrief sessions regarding reported incidents and safety plan modifications.

Discussed with the employer student safety plans and use of padded floor mats as means to protect the student from harm during de-escalation. At time of visit discussed with the employer hazards of padded floor mats being used as a protective device for workers. Discussed ergonomic concerns regarding the holding, weight and movement of the mats. Discussion indicated that floor mats have not been assessed in terms of worker ergonomics or long terms use as a personal protective item. Discussed with the employer available equipment and other means of worker protection. Discussed with the employer elements of safety plans and the inclusion of required personal protective equipment in addition to direction on when PPE is required to be used. At time of visit multiple safety plans were observed to indicate that PPE was required but either did not specify the type of PPE or when the PPE was to be used. ORDER ISSUED

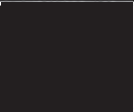
At time of visit discussion with workplace parties indicated that safety plans had recently been developed and implemented for multiple students. Workplace parties indicated that safety plans were provided to workers working with students requiring safety plans, but that safety plan layout and contents were not reviewed with all workers. ORDER ISSUED

At time of visit discussion with workplace parties indicated that personal protective equipment was provided to workers working with students where the safety plan indicated PPE. Discussion indicated that workers have not received information or instruction on the use, storage or maintenance of the PPE. ORDER ISSUED

Discussed with workplace parties the Internal Responsibility System. All workplace parties have rights under the Occupational Health and Safety Act. However, along with these rights, each worker, supervisor and employer also has specific duties and responsibilities to ensure safety in the workplace. A failure of any of the workplace parties to fulfill these responsibilities may result in a hazardous situation. An effective Internal Responsibility System is one where all workplace parties work together in the framework of their respective duties to identify and mitigate hazards.

At time of visit discussed with the employer including workers in discussions regarding personal protective equipment use and function.

Additional Information:

| Recipient                                                                                     | Inspector Data                                                                                                                                                                                                                 | Worker Representative                                                                           |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name _____                                                                                    | <b>Nick Hughes</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>102-17345 Leslie Street, Newmarket ON, L3Y 0A4<br>MOLComplianceFormsNewmarket@ontario.ca<br>Tel: (647) 203-7467<br>Fax: (905) 715-7609 | Name _____                                                                                      |
| Title _____                                                                                   |                                                                                                                                                                                                                                | Title _____                                                                                     |
| Signature  | Signature                                                                                                                                   | Signature  |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 3 of 6

OHS Case ID: **04471SDXR630**

Field Visit no: **04471SDXR631**

Visit Date: **2023-FEB-27**

Field Visit Type: **INITIAL**

Workplace Identification: **ST DAVID CATHOLIC ELEMENTARY SCHOOL**  
**240 KILLIAN ROAD, MAPLE, ON, CANADA L6A 1A8**

Notice ID:

Ministry of Labour, Training and Skills Development Website:

-For further information on Health and Safety, the Ministry of Labour website can be found at the following link:  
<<https://www.labour.gov.on.ca/english/>> . This website contains general information and guides, legislation  
and regulations, health and safety guidelines, engineering data sheets and hazard alerts.

Ministry of Labour Call Center 1-877-202-0008

Employment Standards Enquiry Line: 416-326-7160 or 1-800-531-5551

**\*\*A COPY OF THIS REPORT SHALL BE POSTED in a conspicuous location in the workplace, where it will come to the attention of workers and be provided to the JHSC members for review if applicable in the workplace.\*\***

**\*\* PLEASE NOTE:** The notice of compliance form **MUST** be returned to the District Ministry of Labour (MOL) office (Fax number listed on the Notice of Compliance Form) within three days of compliance of each order with the appropriate signatures of management and the Worker representative/JHSC worker member from the workplace.\*\*

**\*\*All orders issued in this report were completely reviewed with the person/s contacted, along with the need for the order notice of compliance form, to be completed and returned to the Inspector by the date/s indicated in the order/s.\*\***

### Resources:

- Workplace Violence in School Boards: A Guide to the Law -

<[https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?](https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?_ga=2.200025254.988363372.1578088667-332171705.1509728259)  
[\\_ga=2.200025254.988363372.1578088667-332171705.1509728259](https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?_ga=2.200025254.988363372.1578088667-332171705.1509728259)>

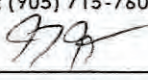
- Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | [ontario.ca](https://www.ontario.ca) -

<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>>

- Part VII: Notices | Guide to the Occupational Health and Safety Act | [ontario.ca](https://www.ontario.ca) -

<<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-vii-notices>>

- Public Services Health and Safety Association | MLITSD: Workplace Violence in Education Compliance Initiative Webinar ([pshsa.ca](https://pshsa.ca)) -

| Recipient                                                                                     | Inspector Data                                                                                                                         | Worker Representative                                                                           |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name _____                                                                                    | <b>Nick Hughes</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                   | Name _____                                                                                      |
| Title _____                                                                                   | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4<br>MOLComplianceFormsNewmarket@ontario.ca<br>Tel: (647) 203-7467<br>Fax: (905) 715-7609 | Title _____                                                                                     |
| Signature  | Signature                                           | Signature  |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 4 of 6

OHS Case ID: **04471SDXR630**

Field Visit no: **04471SDXR631**

Visit Date: **2023-FEB-27**

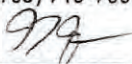
Field Visit Type: **INITIAL**

Workplace Identification: **ST DAVID CATHOLIC ELEMENTARY SCHOOL**  
**240 KILLIAN ROAD, MAPLE, ON, CANADA L6A 1A8**

Notice ID:

<<https://www.pshsa.ca/training/free-training/mlitsd-workplace-violence-in-education-compliance-initiative-webinar>>

- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit -  
<<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>>

| Recipient                                                                                     | Inspector Data                                                                                                                         | Worker Representative                                                                           |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name _____                                                                                    | <b>Nick Hughes</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                   | Name _____                                                                                      |
| Title _____                                                                                   | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4<br>MOLComplianceFormsNewmarket@ontario.ca<br>Tel: (647) 203-7467<br>Fax: (905) 715-7609 | Title _____                                                                                     |
| Signature  | Signature                                           | Signature  |

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 5 of 6

OHS Case ID: **04471SDXR630**

Field Visit no: **04471SDXR631**

Visit Date: **2023-FEB-27**

Field Visit Type: **INITIAL**

Workplace Identification: **ST DAVID CATHOLIC ELEMENTARY SCHOOL**  
**240 KILLIAN ROAD, MAPLE, ON, CANADA L6A 1A8**

Notice ID:

### Order(s) /Requirement(s) Issued To:

To:  
**YORK CATHOLIC DISTRICT SCHOOL BOARD**

Org/Ind Role  
**Primary Employer**

Mailing Address:

**320 BLOOMINGTON RD, AURORA, ON, CA L4G 0M1**

### Order(s) /Requirement(s) Description:

*You are required to comply with the order(s) /requirement(s) by the dates listed below.*

| No           | Type Code | ActReg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                    | Comply by Date |
|--------------|-----------|--------|------|--------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time      | OHSA   | 1990 | 32.0.3 | 4        |        | The employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence. At time of visit safety plans for the Kindergarten room 101 were not observed to address personal protective equipment requirements or safe use. | 2023-MAR-13    |
| 04471SDXR632 |           |        |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                              |                |
| 2            | Time      | OHSA   | 1990 | 25     | 2        | a      | The employer shall provide information, instruction and supervision on the use and contents of safety plans to workers working with or in proximity to students requiring safety plans. At time of visit safety plan function and content had not been reviewed with all workers working with or in proximity to students with safety plans.                                                                 | 2023-MAR-03    |
| 04471SDXR633 |           |        |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                              |                |
| 3            | Time      | OHSA   | 1990 | 25     | 2        | a      | The employer shall provide information, instruction and supervision on the use, storage and maintenance of personal protective equipment to workers working with students where personal protective equipment is indicated by the safety plan. At time of visit not all workers working with                                                                                                                 | 2023-MAR-03    |
| 04471SDXS634 |           |        |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                              |                |

Recipient

Inspector Data

Worker Representative

**Nick Hughes**

Name \_\_\_\_\_

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

102-17345 Leslie Street, Newmarket ON, L3Y 0A4  
MOLComplianceFormsNewmarket@ontario.ca

Title \_\_\_\_\_

Tel: (647) 203-7467

Fax: (905) 715-7609

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 6 of 6

OHS Case ID: **04471SDXR630**

Field Visit no: **04471SDXR631**

Visit Date: **2023-FEB-27**

Field Visit Type: **INITIAL**

Workplace Identification: **ST DAVID CATHOLIC ELEMENTARY SCHOOL  
240 KILLIAN ROAD, MAPLE, ON, CANADA L6A 1A8**

Notice ID:

Order(s) /Requirement(s) Issued To:

To:  
**YORK CATHOLIC DISTRICT SCHOOL BOARD**

Org/Ind Role  
**Primary Employer**

Mailing Address:

**320 BLOOMINGTON RD, AURORA, ON, CA L4G 0M1**

Order(s) /Requirement(s) Description:

*You are required to comply with the order(s) /requirement(s) by the dates listed below.*

| No | Type<br>Code | ActReg | Year | Sec. | Sub<br>Sec. | Clause | Text of Order/Requirement | Comply by Date |
|----|--------------|--------|------|------|-------------|--------|---------------------------|----------------|
|----|--------------|--------|------|------|-------------|--------|---------------------------|----------------|

**students requiring personal protective equipment  
use had received information or instruction on the  
use, storage or maintenance of the personal  
protective equipment.**

Recipient

Inspector Data

Worker Representative

**Nick Hughes**

Name \_\_\_\_\_

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

102-17345 Leslie Street, Newmarket ON, L3Y 0A4  
MOLComplianceFormsNewmarket@ontario.ca

Title \_\_\_\_\_

Tel: (647) 203-7467

Fax: (905) 715-7609

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 1 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

Notice ID:

40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5

Telephone:  
(519) 752-9687JHSC Status:  
ActiveWork Force #:  
31

Completed %:

Persons Contacted:

Visit Purpose: PROVIDE THE DETAILED FINDINGS FROM THE PROACTIVE INSPECTION CONDUCTED ON THE 23 MARCH 2023

Visit Location: 349 ERIE AVENUE, BRANTFORD, ON - OFFICE

Visit Summary: PROVIDE THE DETAILED FINDINGS FROM THE PROACTIVE INSPECTION CONDUCTED ON THE 23 MARCH 2023  
FOCUSING ON THE PREVENTION OF WORKPLACE VIOLENCE

## Detailed Narrative:

## PURPOSE OF THE VISIT:

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools.

Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers. This initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers
- Training on and use of personal protective equipment for workers
- Means of summoning immediate assistance
- Measures and procedures for preventing workplace violence during transitions, such as moving between classrooms, returning to school after prolonged absences, and during non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

Due to timing, the detailed findings from the field visit conducted on the 23 March 2023 were not provided at that time and are included in this field visit report.

## INSPECTOR'S ACTIONS/FINDINGS:

- the workplace is an elementary school employing approximately 31 workers providing education to approximately 217 students
- the employer reported that there are 6 active Be Safe Plans currently at the workplace, with 5 of those Be Safe Plans in place due to current aggressive behaviour(s) towards others
- the workplace has two self-contained classrooms; Autism Spectrum Disorder (ASD) Classroom with 6 students

| Recipient | Inspector Data                                                                                                                                                                             | Worker Representative |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | SHELLY SPEIR                                                                                                                                                                               |                       |
| Title     | D.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>349 St W, 14th Fl., Hamilton, ON, L8P 4Y7<br>DLIHS@HAMILTONEAST@ontario.ca<br>Tel: (905) 379-4557<br>Fax: (905) 577-1324 |                       |
| Signature |                                                                                                         |                       |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 2 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

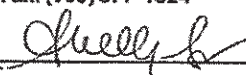
Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

Notice ID:

40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5

and a Intensive Support Classroom

- the employer reported that 5 of the 6 Be Safe Plans for aggressive behaviour are in the ASD Classroom
- the employer further reported that a Be Safe Plan is in place for a student in Kindergarten and that they are currently in process of creating a Be Safe Plan related to aggressive behaviour for a student in a another Kindergarten class
- the Inspector observed a Workplace Violence binder in the Office which was reported to be reviewed by a visitor to the workplace - the binder included a copy of the Notification of Risk map identifying locations within the workplace where students with Be Safe Plans related to aggressive behaviour are located, as well as Violence Awareness for Students documents with a photo, for each student who has a current Be Safe Plan at the workplace - the Violence Awareness for Students documents identify triggers specific for each student and intervention strategies which can be followed.
- the employer reported that workers at the workplace who work with or may work with a student who has a Be Safe Plan, including occasional workers, have access to a paper copy of the current Be Safe Plan for that student(s) in the classroom
- ORDER ISSUED to provide information and instruction to all workers working with students who have Be Safe Plans for aggressive behaviour on the details of the current Be Safe Plans because there was no documentation to support that this review had occurred for the current Be Safe Plans - the employer is expected to provide sign offs to achieve compliance with this order.
- the workplace parties reported that the workplace has the ability to move EAs assigned to the workplace to work with students with Be Safe Plans in place due to aggressive behaviour(s) and to assign occasional Educational Assistants (EA) to students who present a lower risk - the employer agreed to ensure that a record of sign off by occasional workers working with students who have a Be Safe Plan for aggressive behaviour at this workplace is maintained going forward.
- the workplace parties reported that all workers are required to complete an annual refresher training on the employer's workplace violence and harassment policies and programs, as well as the process of initiating a work refusal at the workplace
- the employer confirmed that all workers who work with students who have a Be Safe Plan are required to complete Behaviour Management System (BMS) Training once every two years - the employer confirmed that all EAs at this workplace assigned to a student with a Be Safe Plan due to aggressive behaviour have current BMS training. The employer further reported that other workers who work with students who have Be Safe Plans for aggressive behaviour will complete BMS training in April 2023 - ORDER ISSUED.
- the workplace parties also reported that as of September 2022, all workers are required to complete an online training program focusing on identifying escalating behaviours, dis-engagement and de-escalation

| Recipient       | Inspector Data                                                                                                                                                                                    | Worker Representative |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>SHELLY SPEIR</b>                                                                                                                                                                               | Name _____            |
| Title _____     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>119 King St W, 14th Flr., Hamilton, ON, L8P 4Y7<br>MOLUHS@HAMILTONEAST@ontario.ca<br>Tel: (905) 379-4557<br>Fax: (905) 577-1324 | Title _____           |
| Signature _____ | Signature                                                                                                      | Signature _____       |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 3 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

Notice ID:

40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5

techniques, etc. - the employer reported that this training program includes an awareness level of BMS techniques with the exception of blocks/holds/restraints. At the time of the field visit, the employer confirmed that all workers at this workplace have completed this training.

- the workplace parties reported that the workplace violence risk assessment is conducted at least annually or anytime a change would require a review (e.g. change in school layout, new student at the school, etc.)
- the workplace violence risk assessment for this workplace was last completed on January 20, 2023 - the employer confirmed that there were no outstanding or in process controls needing implementation at this time related to workplace violence
- ORDER ISSUED to re-assess the risks of workplace violence specific to the relocation of the ASD Classroom to its current location considering the layout of the classroom, environmental factors (temperature, lighting, noise, etc.)
- ORDER ISSUED to assess the risks of workplace violence in the Kindergarten Classroom where a Be Safe Plan is being created for a student - this risk assessment needs to include but not be limited to objects of opportunity which this student throws and controls to address this hazard (e.g. secure cupboards)
- the employer confirmed that copies of the workplace violence risk assessments are readily available to the JHSC via a shared drive
- at the time of issuing this report, the employer confirmed that the sensory room has been set up - the employer agreed to ensure that workers understand the purpose and use of this space
- at the time of this field visit, the employer reported that the sensory room is not part of any Be Safe Plan
- the workplace parties reported that workers working in the ASD Classroom are required to wear arm guards at all times and to wear a protective helmet when working in close proximity to one student in the ASD Classroom - the Inspector observed this practice during the field visit. However, it was noted that one of the student's bit and latched onto a worker's arm guard causing damage to the PPE
- based on discussions with the workplace parties regarding the workplace violence reports and injury reports at this workplace related to aggressive behaviours from students to workers, orders with respect to personal protective equipment (PPE) include:
  - ORDER ISSUED to provide appropriate personal protective equipment to workers working in the ASD Classroom to protect them from injury when being bitten on the forearms
  - ORDER ISSUED to provide personal protective equipment to workers working in close proximity to the student in the Kindergarten classroom whose Be Safe Plan is being created to protect them from being scratched
- the workplace parties reported that there is a reporting process for incidents of workplace violence which

| Recipient       | Inspector Data                                                                                                                                                                                                        | Worker Representative |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>SHELLY SPEIR</b><br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>119 King St W, 14th Fl., Hamilton, ON, L8P 4Y7<br>MOLHSHAMILTONEAST@ontario.ca<br>Tel: (905) 379-4557<br>Fax: (905) 577-1324 | Name _____            |
| Title _____     |                                                                                                                                                                                                                       | Title _____           |
| Signature _____ | Signature                                                                                                                          | Signature _____       |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 4 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

Notice ID:

40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5

includes investigation and corrective actions, and that there is also an injury/incident reporting process managed in a similar manner

- the workplace parties agreed that the JHSC is provided information with respect to incidents of workplace violence and injuries sustained as a result of workplace violence- the workplace parties reported that this is discussed monthly at the JHSC meeting

- the workplace parties agreed that incidents of workplace violence may include a debrief, contact with parents, a review of the Be Safe Plan, and may involve the provision of other resources such as the Safe Schools Team, the Complex Behaviour Intervention Team (CBIT), involvement from the Lead EA, etc.

- the workplace parties reported that workers are able to summon immediate assistance in multiple ways including the PA system, a cell phone, and by the use of walkie-talkies - the employer reported that a draft written procedure regarding the use of equipment to summon immediate assistance has been created and going through final approvals

- the workplace parties reported that the equipment used to summon immediate assistance is maintained and function tested by the workers - the Inspector observed the use of walkies-talkies twice during the field visit

- the workplace parties expressed that attendance and staffing issues are on-going challenges, as well as the decline in the availability of individuals trained to work in support roles (e.g. EAs, CYW, etc.) and qualified teachers

- the workplace parties noted concerns regarding the inability to suspend a student before grade 4

ADDITIONAL COMMENTS:

- it was reported to the Inspector that there is no educational programming which has been created for students in the ASD Classroom which is contributing to the aggressive behaviour

- it was also reported to the Inspector that intervention from the CBITeam and Lead EA has occurred in both the ASD and Kindergarten Classrooms, but that due to other circumstances, that intervention has not been consistent - the employer is encouraged to ensure that these processes continue in efforts to minimize injuries to workers. This should include a specific review of the Be Safe Plans by all parties to ensure that the processes/equipment required in the Be Safe Plans is in place and is being followed. The employer is also encouraged to ensure that specific responsibilities with respect to implementation of the Be Safe Plans/changes/etc. is clearly defined to all workplace parties. The employer is also highly encouraged to ensure that input/participation from the EAs with respect to the Be Safe Plans occurs.

- it was also reported to the Inspector that significant absenteeism in the ASD Classroom has occurred in 2023.

| Recipient       | Inspector Data                                                                                                                                                                                   | Worker Representative |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>SHELLY SPEIR</b>                                                                                                                                                                              | Name _____            |
| Title _____     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>119 King St W, 14th Flr., Hamilton, ON, L8P 4Y7<br>MOLIHSHAMILTONEAST@ontario.ca<br>Tel: (905) 379-4557<br>Fax: (905) 577-1324 | Title _____           |
| Signature _____ | Signature                                                                                                     | Signature _____       |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 5 of 9

OHS Case ID: **02883SGDV457**

Field Visit no: **02883SGFH459**

Visit Date: **2023-MAR-24**

Field Visit Type: **FOLLOW-UP**

Workplace Identification: **GEDSB - PRINCE CHARLES PUBLIC SCHOOL**

Notice ID:

**40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5**

with some of that being related to injuries

- it was reported to the Inspector that two workers had received head injuries/concussions from being struck by a student's communication tablet (heavier than regular tablet) in the ASD Classroom - ORDER ISSUED to implement measures to protect workers from the hazard of being struck by a communication tablet in the ASD Classroom

- many concerns were expressed to the Inspector regarding the schedule in place at the time of the field visit for moving EAs between students with Be Safe Plans - the employer is encouraged to discuss the schedule with all parties involved (EAs, Principal, LRT) to try to come up with what works best for the students. The employer is also advised that should workers (EAs and Teachers) move between different students throughout the day, a 'transfer of accountability' process needs to be implemented to ensure effective communication regarding the status of the students takes place during these changes.

7 ORDERS ISSUED

RESOURCES:

- Workplace Violence in School Boards: A Guide to the Law

[https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?](https://www.ontario.ca/document/workplace-violence-school-boards-guide-law?_ga=2.200025254.988363372.1578088667-332171705.1509728259)

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- Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | ontario.ca

<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>

- Part VII Notices | Guide to the Occupational Health and Safety Act | ontario.ca

<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-vii-notices>

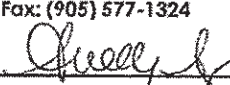
- Public Services Health and Safety Association | MLITSD: Workplace Violence in Education Compliance Initiative Webinar (pshsa.ca)

<https://www.pshsa.ca/training/free-training/mlitd-workplace-violence-in-education-compliance-initiative-webinar>

- Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit

<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>

A COPY OF THIS REPORT SHALL BE POSTED IN THE WORKPLACE WHERE IT WILL COME TO THE ATTENTION OF THE WORKERS.

| Recipient       | Inspector Data                                                                                                                                                                                   | Worker Representative |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>SHELLY SPEIR</b>                                                                                                                                                                              | Name _____            |
| Title _____     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>119 King St W, 14th Flr., Hamilton, ON, L8P 4Y7<br>MOLIHSHAMILTONEAST@ontario.ca<br>Tel: (905) 379-4557<br>Fax: (905) 577-1324 | Title _____           |
| Signature _____ | Signature                                                                                                     | Signature _____       |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 6 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

Notice ID:

40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5

Order(s) /Requirement(s) Issued To:

To:  
GRAND ERIE DISTRICT SCHOOL BOARD

Org/Ind Role  
Primary Employer

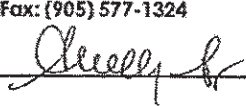
Mailing Address:

349 ERIE AVE, BRANTFORD, ON, CA N3T 5V3

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type<br>Code         | Act/Reg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Comply by Date |
|----|----------------------|---------|------|--------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>02883SGFJ460 | OHS A   | 1990 | 32.0.3 | 4           |        | Pursuant to section 32.0.3(4) of the Occupational Health and Safety Act/1990, the employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence. The ASD Classroom had been moved to a different classroom and a reassessment of the risks of workplace violence had not been conducted. The employer shall comply with this order on or before 31 March 2023. | 2023-MAR-31    |
| 2  | Time<br>02883SGFJ461 | OHS A   | 1990 | 32.0.3 | 4           |        | Pursuant to section 32.0.3(4) of the OHSA/1990, the employer shall reassess the risks of workplace violence as often as is necessary to ensure that the related policy under clause 32.0.1 (1) (a) and the related program under subsection 32.0.2 (1) continue to protect workers from workplace violence. A Be Safe Plan for aggressive behaviour was being created for a student in a Kindergarten Class reported to scratch, kick and throw things at workers and a reassessment of the risks of workplace violence had not been conducted for      | 2023-MAR-31    |

| Recipient | Inspector Data                                                                                                                                                                                                   | Worker Representative |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | SHELLY SPEIR<br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>119 King St W, 14th Flr., Hamilton, ON, L8P 4Y7<br>MOLIHSHAMILTONEAST@ontario.ca<br>Tel: (905) 379-4557<br>Fax: (905) 577-1324 | Name                  |
| Title     |                                                                                                                                                                                                                  | Title                 |
| Signature | Signature                                                                                                                     | Signature             |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 7 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

Notice ID:

40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5

Order(s) /Requirement(s) Issued To:

To:

GRAND ERIE DISTRICT SCHOOL BOARD

Org/Ind Role

Primary Employer

Mailing Address:

349 ERIE AVE, BRANTFORD, ON, CA N3T 5V3

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type | Act/Reg | Year | Sec. | Sub  | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Comply by Date |
|--------------|------|---------|------|------|------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|              | Code |         |      |      | Sec. |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
|              |      |         |      |      |      |        | object of opportunity in this classroom. The employer shall comply with this order on or before 31 March 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
| 3            | Time | OHSA    | 1990 | 25   | 2    | h      | Pursuant to section 25(2)(h) of the OHSA/1990, the employer shall take every precaution reasonable in the circumstances to protect a worker in the ASD Classroom from being struck by a communication tablet used by a student in the class. It was reported to the Inspector that two workers in the ASD Classroom had been struck in the head by a tablet thrown by a student and although helmets had been provided and are required to be worn when working close to this student, measure had not been taken to secure/control the tablet. The employer shall comply with this order on or before 07 April 2023. | 2023-APR-07    |
| 02883SGFJ462 |      |         |      |      |      |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| 4            | Time | OHSA    | 1990 | 25   | 2    | h      | Pursuant to section 25(2)(h) of the OHSA/1990, the employer shall take every precaution reasonable in the circumstances to protect a worker in the ASD Classroom from being injured from a bite on the forearm. A student in the ASD Classroom had bitten and latched onto a worker's arm guard and caused damage and workers reported that                                                                                                                                                                                                                                                                           | 2023-MAR-31    |
| 02883SGFJ463 |      |         |      |      |      |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |

Recipient

Inspector Data

Worker Representative

SHELLY SPEIR

Name

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name

Title

119 King St W, 14th Fl., Hamilton, ON, L8P 4Y7

Title

MOLIHSHAMILTONEAST@ontario.ca

Tel: (905) 379-4557

Fax: (905) 577-1324

Signature

Signature

Signature

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 8 of 9

OHS Case ID: **02883SGDV457**

Field Visit no: **02883SGFH459**

Visit Date: **2023-MAR-24**

Field Visit Type: **FOLLOW-UP**

Workplace Identification: **GEDSB - PRINCE CHARLES PUBLIC SCHOOL**

Notice ID:

**40 MORTON AVENUE, BRANTFORD, ON, CANADA N3R 2N5**

Order(s) /Requirement(s) Issued To:

To:

**GRAND ERIE DISTRICT SCHOOL BOARD**

Org/Ind Role

**Primary Employer**

Mailing Address:

**349 ERIE AVE, BRANTFORD, ON, CA N3T 5V3**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type | ActReg | Year | Sec. | Sub  | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Comply by Date |
|--------------|------|--------|------|------|------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|              | Code |        |      |      | Sec. |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
|              |      |        |      |      |      |        | wearing two arm guards as directed by the employer is not possible. The employer shall comply with this order on or before 31 March 2023.                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| 5            | Time | OHS    | 1990 | 25   | 2    | h      | Pursuant to section 25(2)(h) of the OHSA/1990, the employer shall take every precaution reasonable in the circumstances to protect a worker from the being injured when scratched by a student in the Kindergarten Classroom where a Be Safe Plan is being created for the student. It was reported that a student in the Kindergarten Classroom where a Be Safe Plan is being created for aggressive behaviour scratches workers and no PPE is currently required to be worn by workers. The employer shall comply with this order on or before 31 March 2023. | 2023-MAR-31    |
| 02883SGFJ464 |      |        |      |      |      |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 6            | Time | OHS    | 1990 | 25   | 2    | a      | Pursuant to section 25(2)(a) of the OHSA/1990, the employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. There was no documentation to support that workers working with students that have Be Safe Plans for aggressive behaviour have reviewed the current Be Safe Plans. The employer shall comply with this order on or before 07 April                                                                                                                                                | 2023-APR-07    |
| 02883SGFS467 |      |        |      |      |      |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |

Recipient

Inspector Data

Worker Representative

**SHELLY SPEIR**

Name

O.H.S.A. & B.O.S.T.A. INSPECTOR

Name

PROVINCIAL OFFENCES OFFICER

Title

119 King St W, 14th Fl., Hamilton, ON, L8P 4Y7

Title

MOLIHSHAMILTONEAST@ontario.ca

Tel: (905) 379-4557

Fax: (905) 577-1324

Signature

Signature

Signature

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 9 of 9

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To:

GRAND ERIE DISTRICT SCHOOL BOARD

Org/Ind Role

Primary Employer

Mailing Address:

349 ERIE AVE, BRANTFORD, ON, CA N3T 5V3

Order(s) /Requirement(s) Description:

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|--------------|------|---------|------|------|------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|              | Code |         |      |      | Sec. |        |                                                                                                                                                                                                                                                                                                                                                                                       |                |
|              |      |         |      |      |      |        | 2023.                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 7            | Time | OHS     | 1990 | 25   | 2    | a      | Pursuant to section 25(2)(a) of the OHSA/1990, the employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. Not all workers working with students who have Be Safe Plans for aggressive behaviours have current BMS Training (or equivalent). The employer shall comply with this order on or before 28 April 2023. | 2023-APR-28    |
| 02883SGFT468 |      |         |      |      |      |        |                                                                                                                                                                                                                                                                                                                                                                                       |                |

| Recipient       | Inspector Data                                                                                | Worker Representative |
|-----------------|-----------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | SHELLY SPEIR                                                                                  | Name _____            |
| Title _____     | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               | Title _____           |
|                 | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
|                 | 119 King St W, 14th Fl., Hamilton, ON, L8P 4Y7                                                |                       |
|                 | MOLIHSHAMILTONEAST@ontario.ca                                                                 |                       |
|                 | Tel: (905) 379-4557                                                                           |                       |
|                 | Fax: (905) 577-1324                                                                           |                       |
| Signature _____ | Signature  | Signature _____       |

# Workplace Violence in Education Initiative

## Inspector Resource Toolkit

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***February 1, 2023 – March 31, 2023***

# Contents

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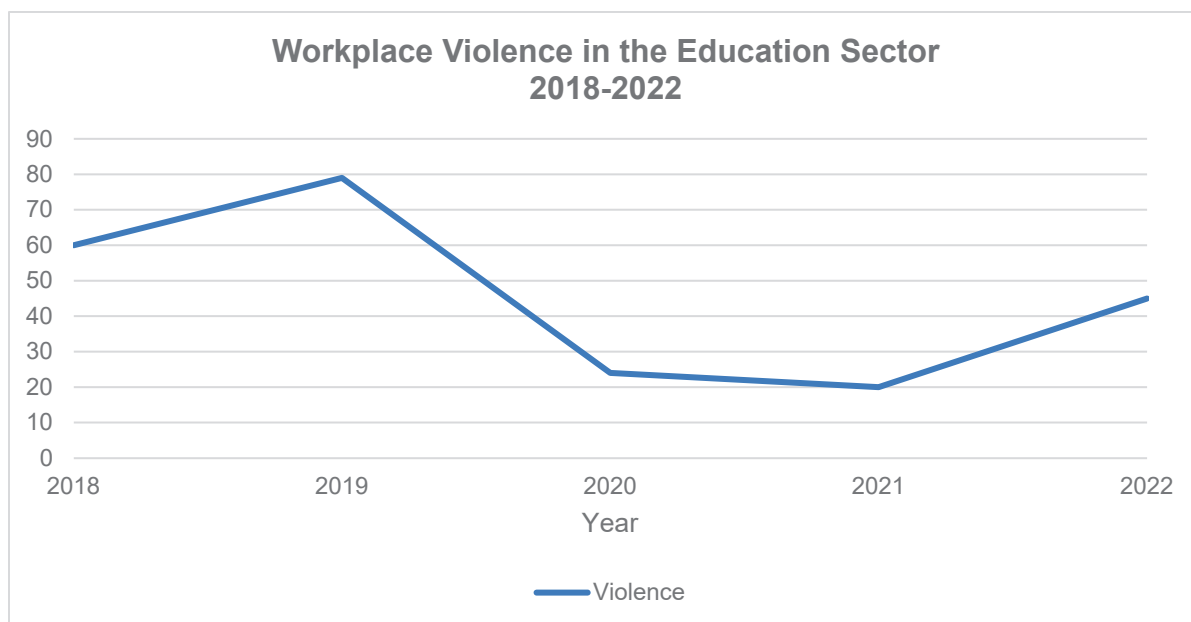
## Initiative Rationale

Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

In 2017, a provincial working group on health and safety was established and resources were created to assist school board employers in protecting workers. A survey of education stakeholders was undertaken in June 2019 which identified significant gaps in implementation across the province.

[Workplace Violence in School Boards: A Guide to the Law](#) was developed by MLITSD, Ministry of Education, and members of the Provincial Working Group on Health and Safety and released in March 2018.

Workplace violence events in the education sector, as reported to the MLITSD, spiked in 2019 and have been on the rise again following a return to in-person learning in 2021 and 2022.



Workplace violence incidents can be broken into two basic clusters:

- incidents that occur working with students with exceptional needs
- incidents that occur related to criminal type violence either between students or students to workers

Employers and unions in this sector often face challenges dealing with these types of incidents because of the cross obligations under the *Education Act* and the *Occupational*

*Health and Safety Act.* Work refusals in this sector are frequent and often result in a workplace party launching a s.61 appeal. These appeals consume significant resources from all parties.

## Phase 1: Compliance Assistance

The MLITSD, in partnership with the Public Service Health and Safety Association, will provide compliance assistance to workplaces from **April 1, 2022 through March 31, 2023**.

## Phase 2: Focused Inspections

The enforcement phase of the initiative will take place from **February 1 to March 31, 2023**.

|                                                                                 |
|---------------------------------------------------------------------------------|
| <b>Inspection target: 10 cases per management unit</b> during this time period. |
|---------------------------------------------------------------------------------|

## Workplaces

The focus of this initiative is provincially funded elementary and secondary schools. This initiative does not include private schools.

Inspectors may make visits to school board offices or individual schools, based on local field intelligence.

## STCs

|                                                                       |
|-----------------------------------------------------------------------|
| <b>*Primary_IHSP Initiative: Workplace Violence in Education 2023</b> |
|-----------------------------------------------------------------------|

|                                                                         |
|-------------------------------------------------------------------------|
| <b>*Secondary_IHSP Initiative: Workplace Violence in Education 2023</b> |
|-------------------------------------------------------------------------|

Inspectors are to use the primary STC for proactive field visits during the initiative and the secondary STC for reactive field visits when appropriate.

Note: Inspectors will need to synchronize their ICE to pick up the new STC codes.

## Key Focus for Inspectors

This initiative will focus on the following:

- Provision of information, instruction, and supervision, including for occasional workers.
  - Training on and use of personal protective equipment for workers.
  - Means of summoning immediate assistance.
  - Measures and procedures for preventing workplace violence during transitions, such as:

- o moving between classrooms
  - o returning to school after prolonged absences
  - o non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

### **Provision of information, instruction, and supervision, including for occasional workers**

Under the OHSA subsection 32.0.5(2) employers must provide information and instruction that is appropriate for the workers on the contents of the workplace violence policy and program. This includes the measures and procedures in the violence program to control risk, how to summon immediate assistance, how to report incidents of workplace violence to the employer or supervisor and how the employer will investigate and deal with incidents, threats or complaints.

All workers (e.g. part-time, itinerant, occasional/supply staff, teacher's, education assistants, custodians etc.) must know, understand and be able to carry out the measures and procedures in the workplace violence program.

Under the OHSA clause 25 (2) (a) employers must provide information, instruction, and supervision to a worker to protect the health and safety of the worker. Under the OHSA clause 27 (2) (a) a supervisor has a duty to advise workers of any actual or potential health and safety dangers of which the supervisor is aware. Workers in jobs with a higher risk of violence may require more frequent or specialized training. For example, teachers and education assistants may need to be trained to recognize and manage violent behaviours, de-escalate violent behaviours, follow emergency response procedures, etc.

### **Workplace violence risk reassessment**

Under the OHSA subsection 32.0.3 (4) an employer must reassess the risks of workplace violence as often as is necessary to ensure that the related policy and the program continue to protect workers from workplace violence.

### **Work refusal process**

As per OHSA clause 43 (3)(b.1) a worker may refuse to work or do particular work where they have reason to believe that workplace violence is likely to endanger them.

The OHSA sets out a specific procedure that school boards must follow in any work refusal. It is important that workers, school boards, supervisors, members of JHSC, MJHSCs, or health and safety representatives have been trained and follow the procedure for a lawful work refusal. (See **Appendix B** – Procedure for a work refusal)

Paragraph 3 of section 3 of *Regulation 857- Teacher's Regulation* states that Part V of the OHSA does not apply to a teacher where the circumstances are such that the life, health or safety of a student is in imminent jeopardy. When a teacher refuses work the employer must determine based on a factual investigation of the specific circumstances whether 3(3) of the Teacher's Regulation applies or not. If the teacher cannot refuse work (i.e. paragraph 3(3) of the Teacher's regulation applies) the employer must investigate the health and safety complaint and take every precaution reasonable in the circumstances to protect the health and safety of the teacher.

Teaching assistants, education assistants, office workers, custodial workers, and other workers in school boards who are not teachers as defined in the Education Act have the right to refuse work where it is reasonable to believe that workplace violence is likely to endanger them.

### Some questions to ask the employer

- Has the worker received appropriate information and instruction on the measures and procedures in the violence program to protect themselves?
  - o Does this include specific measures and procedures for preventing violence during transitions?
- Have the measures and procedures in the violence program been implemented? For example:
  - o Can workers summon immediate assistance?
  - o Are safe work practices being followed?
  - o Are workers wearing the PPE that the employer requires them to wear?
  - o If no, what are the barriers to implementation?
- Has the worker been provided with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour, as appropriate? (Refer to [Workplace Violence Schools Inspector tool kit September 2018 final \(2\).pdf \(sharepoint.com\)](#))
- Do the measures and procedures include how to protect the worker from a violent person? (for example some school boards may develop and implement safety plans – refer to *Appendix F: Truncated Student Safety Plan* and *Appendix G: General Safety Plan* in the [Workplace Violence in School Boards: A Guide to the Law](#)).

- Has the employer reassessed the risk of workplace violence as often as is necessary to ensure that the related policy and the program continue to protect workers from workplace violence?
- Is the employer aware of the work refusal process?

## Narrative

Inspectors may wish to include a narrative in field visit reports under this initiative. Additional information may be added, as appropriate.

The narrative can be found in **Appendix A** of this document

## Internal Resources

### MLITSD-PSHSA Joint Letter

[MLITSD Workplace Violence in Education Initiative joint letter - FINAL.docx](#)

### MLITSD-PSHSA Webinar

[MLITSD PSHSA Webinar Workplace Violence in Education - FINAL.pptx](#)

### MLITSD Inspector resource toolkit (2018)

[Workplace Violence Schools Inspector tool kit September 2018 final \(2\).pdf \(sharepoint.com\)](#)

## External Resources

[Workplace violence in school boards: A guide to the law | ontario.ca](#)

[Understand the law on workplace violence and harassment | ontario.ca](#)

[Preventing workplace violence and workplace harassment | ontario.ca](#)

[Guide to the Occupational Health and Safety Act | ontario.ca](#)

[Supervisors under the Occupational Health and Safety Act | ontario.ca](#)

[Part V: Right to refuse or to stop work where health and safety in danger | Guide to the Occupational Health and Safety Act | ontario.ca](#)

[Reg. 857: TEACHERS \(ontario.ca\)](#)

[Public Services Health and Safety Association | Workplace Violence Risk Assessment Toolkit for the Education Sector \(pshsa.ca\)](#)

## Appendix A: Narrative

The Ministry of Labour, Immigration, Training and Skills Development is currently engaged in a health and safety initiative focusing on workplace violence in elementary and secondary schools.

Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

This Initiative focuses on:

- Provision of information, instruction, and supervision, including for occasional workers.
  - o Training on and use of personal protective equipment for workers.
  - o Means of summoning immediate assistance.
  - o Measures and procedures for preventing workplace violence during transitions, such as:
    - moving between classrooms
    - returning to school after prolonged absences
    - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

You can call **1-877-202-0008** anytime to anonymously report workplace health and safety incidents or complaints.

### Resources

- [Workplace Violence in School Boards: A Guide to the Law](#)
- [Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | ontario.ca](#)
- [Part VII: Notices | Guide to the Occupational Health and Safety Act | ontario.ca](#)
- [Public Services Health and Safety Association | MLITSD: Workplace Violence in Education Compliance Initiative Webinar \(pshsa.ca\)](#)
- Public Services Health and Safety Association | [Workplace Violence Risk Assessment Toolkit](#)

## Appendix B: Procedure for a work refusal

Excerpt from [Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | ontario.ca](#)

### First stage

1. Worker considers work unsafe.
2. Worker reports refusal to his/her supervisor or employer. Worker may also wish to advise the worker safety representative and/or management representative. Worker stays in safe place.
3. Employer or supervisor investigates in the presence of the worker and the worker safety representative.
4. Either:
  - a. **Issue resolved.** Worker goes back to work.
  - b. **Issue not resolved.** Proceed to the second stage

### Second stage

1. With reasonable grounds to believe work is still unsafe, worker continues to refuse and remains in safe place. Worker or employer or someone representing worker or employer calls MLITSD.
2. MLITSD Inspector investigates in company of worker, safety representative and supervisor or management representative.\*
3. Inspector gives decision to worker, management representative/supervisor and safety representative in writing.
4. Changes are made if required or ordered. Worker returns to work.

\* Pending the MLITSD investigation:

- The refusing worker may be offered other work if it doesn't conflict with a collective agreement
- Refused work may be offered to another worker, but management must inform the new worker that the offered work is the subject of work refusal. This must be done in the presence of:
  - o a member of the joint health and safety committee who represents workers;
  - or



---

## **NOTE DE SERVICE**

**Aux :** Sections locales des conseils scolaires de l'Ontario et Conseillers syndicaux du SCFP

**De :** Laura Walton – Présidente CSCSO

Paul Sylvestre – Représentant en santé et sécurité du SCFP national

**Objet :** Initiatives du MTIFDC – La violence en milieu de travail dans le secteur de l'éducation

---

**Remarque :** Cette note de service et le webinaire connexe s'adressent aux membres des comités exécutifs des sections locales du SCFP, secteur de la maternelle à la 12<sup>e</sup> année, aux délégué(e)s syndicaux, aux responsables de la santé et de la sécurité et aux représentant(e)s des membres du SCFP à un comité mixte de santé et de sécurité (« CMSS ») ou aux représentant(e)s en santé et sécurité (« RSS »).

Chaque année, le ministère du Travail, de l'Immigration, de la Formation et du Développement des compétences (« MTIFDC ») planifie des initiatives visant à sensibiliser la population à des dangers spécifiques en milieu de travail et à faire respecter la *Loi sur la santé et la sécurité au travail* (« LSST ») à l'égard de ces dits dangers. La prochaine initiative de conformité sera axée sur la violence en milieu de travail (« VMT ») dans le secteur de l'éducation. Elle comporte deux phases.

### **Phase 1 : Éducation, information et sensibilisation**

- Du 1<sup>er</sup> avril 2022 au 31 mars 2023.
- Soutien à la conformité avec la *Public Services Health and Safety Association (PSHSA)*.

### **Phase 2 : Campagne d'inspection éclair**

- Du 1<sup>er</sup> février 2023 au 31 mars 2023.
- Visites sur le terrain par des inspecteurs(trices) de la santé et de la sécurité du MTIFDC afin de s'assurer que les conseils scolaires se conforment à la LSST et à ses règlements, et de les sensibiliser à des questions spécifiques au milieu de travail.

Afin de soutenir les sections locales des travailleurs et travailleuses de l'éducation du SCFP/CSCSO dans cette initiative, cette note de service comprend des informations d'ordre législatif, des questions à soulever éventuellement avec les inspecteurs(trices) du MTIFDC, des pratiques exemplaires et des ressources. Toute lacune identifiée dans les programmes de santé et sécurité et de formation peut être abordée directement avec l'employeur lors de la prochaine réunion du CMSS ou avec un(e) inspecteur(trice) s'il décide d'inspecter un lieu de travail du SCFP pendant la campagne d'inspection éclair.

**Rappel :** une plainte concernant la santé et sécurité peut toujours être déposée auprès du MTIFDC [ICI](#).

Le CSCSO organisera un webinaire sur cette initiative le **23 janvier 2023 (de 11 h 00 à 12 h 30)** et le **25 janvier 2023 (de 18 h 00 à 19 h 30)**.

**Inscrivez-vous:** [https://us02web.zoom.us/webinar/register/WN\\_vV8SCYZ-QgWXufgCFLlwyg](https://us02web.zoom.us/webinar/register/WN_vV8SCYZ-QgWXufgCFLlwyg)

REMARQUE : ce qui suit est destiné à informer le SCFP. Il ne s'agit pas d'un avis juridique et il ne remplace pas la législation en matière de SST.

### **Exigences législatives en matière de violence en milieu de travail**

La LSST établit des exigences minimales pour tous les lieux de travail ontariens. Elle prévoit des devoirs pour les parties [employeurs, superviseur(e)s, travailleurs et travailleuses, etc.] qu'il faut respecter en tout temps. Souvent, ces exigences minimales ne sont pas suffisantes pour protéger les travailleurs et travailleuses contre des dangers spécifiques sur le lieu de travail. C'est pourquoi, un CMSS ou un(e) RSS doit continuellement identifier les situations dangereuses, recueillir des informations sur les dangers et formuler des recommandations pour améliorer les conditions de travail.

Même si les inspecteurs(trices) du MTIFDC fournissent des conseils sur la façon d'améliorer les conditions de santé et de sécurité et aident les parties à coopérer sur des préoccupations communes, ils(elles) veillent principalement à ce que celles-ci respectent leurs obligations législatives minimales.

La définition de la VMT dans la LSST comporte trois éléments, à savoir l'exercice de la force physique contre un(e) travailleur(travailleuse)<sup>1</sup>, les tentatives de recours à la force physique contre un(e) travailleur(travailleuse) et les menaces de recours à la force physique contre un(e) travailleur(travailleuse). Les actes de violence prévus par le Code criminel correspondent généralement à la définition de VMT. Notamment, il n'est pas nécessaire qu'un(e) élève ait la capacité de comprendre que son comportement pourrait causer des préjudices corporels pour tomber sous le coup de la définition de VMT. Un conseil scolaire pourrait tenter de minimiser la VMT en utilisant des termes comme « réactions agressives » ou « comportement réactif », etc. Cependant, les actions ou menaces qui causent ou pourraient causer des ecchymoses, des égratignures, des éraflures et des coupures tombent généralement sous la définition de VMT. On s'attend à ce que les employeurs identifient les comportements inappropriés et/ou inacceptables et les traitent rapidement afin de minimiser le potentiel de violence en milieu de travail.

En vertu de la LSST, les conseils scolaires ont des devoirs généraux et prescrits pour s'assurer que les travailleurs et travailleuses sont protégé(e)s contre les risques de VMT.

**Devoirs généraux** - Un employeur doit :

- Veiller à ce que les travailleurs et travailleuses reçoivent la formation, l'information et la supervision appropriées pour se protéger contre les risques de VMT [art. 25 (2) (a)].
- Informer les travailleurs et travailleuses et les superviseur(e)s des risques de VMT sur le

---

<sup>1</sup> Selon le cas, l'expression « violence au travail » vise l'emploi par une personne contre un(e) travailleur et travailleuse, dans un lieu de travail, d'une force physique qui lui cause ou pourrait lui causer un préjudice corporel; une tentative d'employer contre un(e) travailleur et travailleuse, dans un lieu de travail, une force physique qui pourrait lui causer un préjudice corporel; un propos ou comportement qu'un(e) travailleur et travailleuse peut raisonnablement interpréter comme une menace d'employer contre lui(elle), dans un lieu de travail, une force physique qui pourrait lui causer un préjudice corporel.

lieu de travail [art. 25 (2) (d)].

- Prendre toutes les précautions raisonnables pour protéger les travailleurs et travailleuses contre les risques de VMT [art. 25 (2) (h)].
- Prendre toutes les précautions raisonnables pour protéger les travailleurs et travailleuses susceptibles d'être exposé(e)s à des préjudices corporels dus à la violence conjugale sur le lieu de travail [art. 32.0.4].

**Devoirs prescrits - Un employeur doit :**

- Être doté d'une politique en matière de VMT et d'un programme d'application de la politique [art. 32.0.1 (1) (a), art. 32.0.2 (1)].
- Réviser la politique chaque année et si six travailleurs et travailleuses ou plus sont employé(e)s régulièrement sur le lieu de travail, en afficher une copie papier [art. 32.0.1 (1) (c), (2), (3)].
- S'assurer que le programme relatif à la VMT comprend :
  - o Des mesures et procédures visant à protéger un(e) travailleur et travailleuse contre les dangers identifiés dans le cadre d'une évaluation ou d'une réévaluation des risques liés à la VMT [art. 32.0.2 (2) (a)].
  - o Des mesures et procédures pour demander une aide immédiate en cas de VMT ou si elle est susceptible de se produire [art. 32.0.2 (2) (b)].
  - o Des mesures et procédures qui permettent aux travailleurs et travailleuses de signaler des incidents sur le lieu de travail [art. 32.0.2 (2) (c)].
  - o Des mesures que l'employeur prendra pour enquêter sur les incidents de VMT et les traiter [art. 32.0.2 (2) (d)].
- Veiller à ce que les risques généraux et spécifiques de VMT soient évalués et réévalués aussi souvent que nécessaire pour protéger les travailleurs et travailleuses [art. 32.0.3 (1), (2), (4)].
- Fournir à un CMSS/RSS les résultats d'une évaluation ou d'une réévaluation des risques de VMT [art. 32.0.3 (3), (5)].
- Mettre à disposition des travailleurs et travailleuses une formation et des informations sur la politique et le programme de VMT [art. 32.0.5 (1) (a)].
- Fournir à un(e) travailleur et travailleuse des informations sur une personne ayant des antécédents de comportement violent si :
  - o Le travailleur et la travailleuse est susceptible d'être en contact avec cette personne dans le cadre de son travail; et
  - o Le contact entraînera probablement un préjudice corporel [art. 32.0.5 (3), (4)].

Vous trouverez ci-joint les deux listes de contrôle de conformité à la LSST qui peuvent servir à déterminer si le conseil scolaire s'acquitte des obligations législatives minimales en matière de santé et de sécurité.

Annexe A - Devoirs généraux des employeurs en vertu de la LSST.

Annexe B – Devoirs prescrits des employeurs en vertu de la LSST.

**Se préparer à une éventuelle inspection**

Il n'est pas nécessaire d'être un(e) expert(e) en santé et sécurité au travail (SST) pour faire part

de ses préoccupations à un(e) inspecteur(trice) du ministère. Il est cependant utile de rassembler vos informations et de vous préparer avant l'inspection afin d'améliorer votre argumentaire à l'effet que les conditions de travail sont dangereuses. Parmi les éléments que vous devez rassembler, notons :

- Une copie de la politique, du programme et du matériel de formation en matière de VMT, le cas échéant.
- Avis/rapports d'incidents répétés de VMT sur le lieu de travail particulier (école).
- Avis/rapports d'incidents répétés impliquant une classe/un(e) ou plusieurs élèves spécifiques.
- L'évaluation ou les réévaluations les plus récentes du risque de VMT.
- Mesures et procédures désuètes et/ou inadéquates dans les plans de sécurité des élèves (« PSÉ »)<sup>2</sup> qui ne protègent pas les travailleurs et travailleuses contre les incidents répétés.
- Toute incidence où les travailleurs et travailleuses ont été exposé(e)s à la violence en milieu de travail et n'ont pas pu demander une aide immédiate (par exemple, mauvaises méthodes de communication, personne pour répondre à l'appel à l'aide) ou l'absence d'aide d'intervention (par exemple, manque de personnel ou non disponibilité de l'équipe d'intervention).
- Toute incidence où le conseil scolaire ou un(e) administrateur(trice) savait que la violence conjugale exposerait probablement les travailleurs et travailleuses à des préjudices corporels sur le lieu de travail, mais ne les en a pas informé ou n'a pas pris de précautions raisonnables pour les protéger. Consultez également <https://www.ontario.ca/fr/page/depot-dune-plainte-en-matiere-de-sante-et-securite-au-travail>
- Les procès-verbaux des réunions du CMSS où la question de la VMT a été soulevée et où l'employeur n'a pas pris de précautions raisonnables ou n'a pas accepté les recommandations.

Le SCFP national dispose d'une fiche d'information pour préparer les membres sur la façon de traiter avec les inspecteurs(trices) de la santé et sécurité [ICI](#).

## **Soulever des questions avec les inspecteurs(trices) de la SST**

### **1. Questions de conformité**

Tout d'abord, vous devez soulever tout élément portant la mention « Non » après avoir rempli les listes de contrôle de conformité à la LSST.

### **2. Évaluations et réévaluations**

Ensuite, vous voudrez faire ressortir les exemples où les travailleurs et travailleuses ont signalé de multiples incidents et où l'école n'a pas réévalué les risques et ajusté le PSS. Comme mentionné ci-dessus, un employeur doit réévaluer les risques de VMT aussi souvent que

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<sup>2</sup> Également appelé plan de sécurité des travailleurs et travailleuses, plan de gestion du comportement ou notification des risques de préjudices corporels.

nécessaire pour protéger un(e) travailleur et travailleuse. Des incidents similaires et répétés de VMT démontrent que les mesures et procédures en place exposent inutilement les travailleurs et travailleuses.

L'évaluation des dangers et des risques est un processus qui permet de connaître un danger, d'évaluer le programme de contrôle existant pour protéger un(e) travailleur et travailleuse contre le danger et les risques, et de mettre en œuvre de nouveaux contrôles pour combler les lacunes des programmes existants. Pour en savoir plus sur les évaluations et les réévaluations des risques de VMT, consultez <https://www.ontario.ca/fr/document/violence-au-travail-dans-les-conseils-scolaires-un-guide-de-la-loi/evaluation-des-risques-de-violence-au-travail>

<https://www.ontario.ca/fr/document/violence-au-travail-dans-les-conseils-scolaires-un-guide-de-la-loi/evaluation-des-risques-de-violence-au-travail>

Les éléments déclencheurs d'une évaluation ou d'une réévaluation des risques généraux d'un lieu ou des risques spécifiques que posent un(e) élève ou une salle de classe peuvent être les suivants :

- Modifications de l'aménagement ou de l'environnement physique du lieu de travail.
- Nouvelles affectations du personnel ou nouvelles catégories d'emploi à l'école.
- Forte rotation du personnel à l'école.
- Nouvelles formations, nouveaux protocoles de sécurité ou nouveaux moyens de demander une aide immédiate.
- Hausse des incidents de VMT dans un lieu ou dans une salle.
- Incidents répétés de VMT impliquant la même personne.
- Changements de programme ou d'horaire.
- Au début de l'année scolaire.
- Modifications de lieux où déposer/ramasser les élèves ou des modalités de transport.
- Avant une sortie scolaire.
- Avant l'introduction de nouveaux équipements ou dispositifs de protection individuelle.
- Incidents impliquant des armes ou des activités de gangs.

Consultez l'annexe E – Liste de vérification de sécurité ou d'évaluation des risques de violence du SCFP.

Demandez à un(e) inspecteur(trice) d'émettre un ordre au conseil scolaire pour réévaluer les risques de VMT et revoir le PSS si les conditions susmentionnées existent. Les résultats consignés d'une évaluation des risques de VMT doivent être communiqués au CMSS/RSS.

**REMARQUE :** une évaluation des risques en vertu de la LSST n'est pas la même chose qu'une évaluation psychologique ou comportementale d'un(e) élève. Néanmoins, ces types d'évaluations peuvent informer les composantes d'un PSS, notamment l'identification d'éléments déclencheurs et de stratégies pour reconnaître les comportements qui s'intensifient. L'élève n'est pas le danger en soi. Il s'agit plutôt de conditions de travail dangereuses et de l'absence de mesures et de procédures de contrôle de la VMT.

### 3. Enquêtes

Trop souvent, les signalements de VMT faits par les travailleurs et travailleuses restent sans réponse, disparaissent une fois qu'ils sont transmis ou l'enquête tarde. C'est pourquoi les conseils scolaires doivent se doter d'un processus transparent sur la façon dont ils enquêteront

sur les incidents de VMT et les traiteront. Il y a des exigences spécifiques sur la manière dont ils doivent traiter un incident. Cependant, on s'attend à ce qu'ils le fassent rapidement afin d'éviter qu'il ne se reproduise. Les mesures raisonnables à prendre après l'incident peuvent inclure :

- Un débriefage avec les personnes impliquées dans l'incident, y compris les témoins.
- La réévaluation des risques.
- L'évaluation du plan de sécurité comportementale.
- La mise en place de nouveaux contrôles (instruction, information, formation, etc.)

Informez l'inspecteur(trice) si l'employeur n'est pas transparent sur la façon dont il enquête sur les incidents et sur la manière de les résoudre en temps opportun. Demandez que des ordres soient émis pour réévaluer les risques de VMT et revoir les plans de sécurité comportementale.

Consultez les annexes C et D pour obtenir des exemples où les inspecteurs(trices) ont émis des ordres pour réévaluer les risques de VMT et revoir le PSC.

#### **4. Informations et avis au CMSS/RSS et au syndicat**

Le CMSS/RSS est en droit de recevoir des avis contenant des informations sur les incidents de VMT. Sans information de la part de l'employeur, il ne sera pas en mesure d'exercer efficacement ses fonctions et ses pouvoirs.

En vertu de l'article 52 (1) de la LSST, le CMSS ou le(la) RSS et le syndicat ont le droit de recevoir un avis dans un délai de quatre jours si :

- Un accident ou un incident de VMT empêche un(e) travailleur et travailleuse d'effectuer son travail habituel.
- Un accident ou un incident de VMT oblige un travailleur et travailleuse à consulter un médecin.

L'avis doit inclure les détails indiqués à l'article 3 du Règlement de l'Ontario 420/21.

- Le nom, l'adresse et le type d'entreprise de l'employeur.
- Le nom du travailleur et de la travailleuse.
- La nature et les circonstances de l'incident, notamment une description de toute machinerie, de tout équipement ou de toute procédure en cause.
- L'heure, la date et le lieu de l'incident.
- Les noms et adresses ou autres coordonnées de tout témoin de l'incident.
- Les mesures prises pour éviter que l'incident se reproduise.

**REMARQUE :** les détails fournis dans l'avis au CMSS/RSS et au syndicat ne sont pas restreints par la législation sur la protection de la vie privée.

Si le CMSS/RSS ou le syndicat ne reçoit pas ces avis avec les détails prescrits dans un délai de quatre jours, il convient de le signaler à un(e) inspecteur(trice) et de demander que des ordres soient émis.

L'article 25 (2) (l)<sup>3</sup> décrit l'obligation d'un employeur de fournir au CMSS tout rapport (écrit)

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<sup>3</sup> 25 (2) Sans limiter les devoirs qu'impose le paragraphe (1), (l) fournit au comité ou au délégué à la santé et à la sécurité les résultats d'un rapport sur la santé et la sécurité au travail qui est en sa possession et, dans le cas d'un rapport écrit, lui fournit une copie des sections qui portent sur la santé et la sécurité au travail; and

concernant la santé et la sécurité au travail. Si l'employeur recueille des renseignements dans le cadre du rapport d'incident concernant la sécurité dans les écoles en ligne, ceux-ci pourraient être inclus dans un rapport sur la santé et la sécurité au travail. Ils ne comprendront pas de renseignements permettant d'identifier les élèves. Les informations contenues dans un rapport pourraient cependant inclure les éléments suivants :

- Le type d'incident violent.
- Les détails de l'incident.
- Les incidents répétés.
- Les blessures avec arrêt de travail.
- Les armes utilisées.

Il n'y a aucun délai dans lequel un rapport de SST doit être fourni au CMSS/RSS.

## **5. Formation et information à l'intention des travailleurs et travailleuses**

En général, la LSST exige qu'un employeur s'assure qu'un(e) travailleur(travailleuse) a reçu les informations, les instructions et la supervision nécessaires pour se protéger. En outre, un(e) superviseur(e) doit informer le(la) travailleur et travailleuse de tout risque potentiel ou réel de VMT dont il(elle) a connaissance.

La LSST n'énonce pas de façon précise les exigences relatives à la formation et à l'éducation en matière de VMT qu'un employeur doit fournir à un(e) travailleur(travailleuse). En vertu de l'article 32.0.5 (a), les travailleurs et travailleuses doivent recevoir des informations et des instructions (éducation et formation) appropriées sur le contenu de la politique et du programme de VMT. En général, cela signifie des informations et des instructions sur :

- Les mesures et procédures visant à protéger le(la) travailleur et travailleuse contre les risques de VMT (reconnaître les comportements qui s'intensifient, les méthodes de désescalade, l'intervention en cas de crise, les techniques de contention, l'utilisation d'équipements et de dispositifs de protection, l'amélioration des lignes de visibilité, les interdictions de travailler seul(e), les équipes d'intervention d'urgence, etc.)
- Comment demander une aide immédiate.
- Comment reconnaître et signaler un incident de VMT (en utilisant les formulaires appropriés).

Lorsque, dans le cadre de son travail, un(e) travailleur et travailleuse est susceptible d'être exposé(e) à un risque de préjudice corporel de la part d'une personne ayant des antécédents de comportement violent, le conseil scolaire ou l'administration doit lui fournir les informations appropriées<sup>4</sup> afin de le(la) protéger. Ces renseignements sont généralement fournis dans un PSS ou une notification des risques de préjudices corporels. Même si un PSS se concentre sur les personnes qui travaillent directement avec un(e) élève (A.-E., ÉPE, CYW), une notification des risques de préjudices corporels est utile pour un(e) travailleur et travailleuse<sup>5</sup> qui peut

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<sup>4</sup> Comprend des renseignements personnels. Mais, l'employeur et les superviseur(e)s ne doivent pas divulguer plus de renseignements personnels que ce qui est raisonnablement nécessaire pour protéger les travailleurs et travailleuses contre les préjudices corporels. Par exemple, ces derniers(dernières) n'ont peut-être pas besoin de savoir si un(e) élève a un handicap mental spécifique. Mais, ils(elles) doivent connaître et comprendre les mesures et les procédures du programme de lutte contre la violence en milieu de travail afin de se protéger lors d'un contact.

<sup>5</sup> Inclut le personnel itinérant, à temps partiel ou occasionnel.

s'attendre à être en contact avec un(e) élève potentiellement violent(e) dans un couloir, au bureau, dans la cour de récréation, à la bibliothèque, etc.

Le MTIFDC recommande les composantes minimales suivantes d'un PSS :

- Description des problèmes de comportement observables.
- Éléments déclencheurs ou antécédents.
- Stratégies en matière de prévention et d'intervention pour assurer la sécurité des travailleurs et travailleuses et des élèves.
- Procédures en matière de communication pour l'ensemble des travailleurs et travailleuses (personnel enseignant et non enseignant) qu'ils(elles) soient permanent(e)s ou occasionnel(le)s.
- Procédures en matière de communication d'urgence pour l'ensemble des travailleurs et travailleuses.

Consultez les annexes F et G pour obtenir des exemples de PSS et de plans de notification des risques de préjudices corporels.

Soulevez des exemples avec un(e) inspecteur(trice) où les travailleurs et travailleuses reçoivent des PSS inadéquats ou désuets ou où les administrateurs(trices) ne les informent pas des risques de préjudices corporels par des élèves violent(e)s avec qui ils(elles) peuvent être en contact dans le cadre de leur travail.

### **Possibilité d'accompagner un(e) inspecteur(trice)**

En vertu de l'article 54 (3) de la LSST, un employeur doit donner la possibilité à un(e) travailleur et travailleuse membre du CMSS ou au(à la) RSS d'accompagner l'inspecteur(trice) pendant son inspection physique d'un lieu de travail ou de toute partie de celui-ci. Il n'est pas nécessaire qu'un membre particulier du CMSS ou l'ensemble du CMSS puisse accompagner l'inspecteur(trice). Ce(cette) dernier(dernière) n'est pas non plus tenu(e) d'attendre que le(la) membre du CMSS assiste à l'inspection si celui-ci(celle-ci) ne se trouve pas sur le lieu de travail.

Le CSCSO recommande aux sections locales du SCFP d'envoyer une lettre aux conseils scolaires pour leur rappeler leurs devoirs en vertu de l'article 54 (3) et exiger l'assurance qu'ils informeront les travailleurs et travailleuses membres du CMSS ou du CMSS multisite lorsqu'un(e) inspecteur(trice) se rendra sur les lieux pour les inspecter.

### **Ressources supplémentaires :**

|        |                                                                                                               |
|--------|---------------------------------------------------------------------------------------------------------------|
| MTIFDC | <a href="#"><u>Violence au travail dans les conseils scolaires : un guide de la loi</u></a>                   |
|        | <a href="#"><u>Comprendre la loi traitant de violence et de harcèlement au travail</u></a>                    |
| SCFP   | <a href="#"><u>Trousse de la prévention de violence</u></a>                                                   |
| PSHSA  | <a href="#"><u>Trousse d'évaluation des risques de violence au travail pour le secteur de l'éducation</u></a> |

Annexe A – Devoirs généraux des employeurs en vertu de la LSST  
Annexe B – Devoirs prescrits des employeurs en vertu de la LSST  
Annexe C – MTIFDC – Rapport sur la visite d'inspection et ordre– *Toronto DSB*  
Annexe D – MTIFDC – Rapport sur la visite d'inspection et ordre – *Peel DSB*  
Annexe E – SCFP – Liste de vérification de sécurité ou d'évaluation des risques de violence  
Annexe F – Avis de risque éventuel de préjudice corporel (Plan de sécurité de l'élève abrégé)  
Annexe G – Avis de risque éventuel de préjudice corporel (Plan de sécurité général)

:kw/cope491



## Liste de vérification de conformité avec la Loi sur la santé et la sécurité au travail pour les sections locales dans les secteurs municipal, des conseils scolaires et de l'enseignement postsecondaire

**SECTION LOCALE \_\_\_\_\_ NOM : \_\_\_\_\_ DATE : \_\_\_\_\_**

Cette liste de contrôle tient compte des exigences légales importantes en vertu de la Loi sur la santé et la sécurité au travail (LSST) et de ses règlements. Elle est destinée à être remplie par le côté syndical du comité mixte de santé et de sécurité au travail (CMSST) ou par le représentant ou la représentante en santé-sécurité au travail (RSST), selon le cas. Toute réponse qui se traduit par un « non » ou un « incertain » doit faire l'objet d'une discussion lors d'une réunion du CMSST ou entre la personne RSST et l'employeur.

Pour plus de clarté, les pouvoirs, les droits et les activités de la personne RSST sont décrits à l'article 8 et ceux du CMSST à l'article 9.

| <b>Fonctions, pouvoirs et droits du CMSST/RSST prévus par la LSST (liste non exhaustive)</b>                                                                                                                                                                |            |            |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|--------------------------------------|
|                                                                                                                                                                                                                                                             | <b>OUI</b> | <b>NON</b> | <b>Incertain/<br/>Sans<br/>objet</b> |
| Le CMSST se réunit-il au moins tous les trois (3) mois ou comme stipulé dans son mandat? Art. 9 (33)                                                                                                                                                        |            |            |                                      |
| Le CMSST tient-il des procès-verbaux des réunions? Art. 9 (22)                                                                                                                                                                                              |            |            |                                      |
| Les travailleuses et travailleurs reçoivent-ils une copie de ces procès-verbaux pour leurs propres dossiers?                                                                                                                                                |            |            |                                      |
| Les membres du CMSST ont-ils droit à au moins une (1) heure de temps payé pour se préparer avant une réunion et à du temps payé pour assister à une réunion? Art. 9 (34) a)                                                                                 |            |            |                                      |
| Le CMSS a-t-il deux (2) coprésidences (1 syndicale, 1 patronale) qui partagent les responsabilités de la présidence? Art. 9 (11)                                                                                                                            |            |            |                                      |
| Le CMSST a-t-il au moins une (1) personne accréditée pour représenter les travailleuses et travailleurs? Art. 9 (12)                                                                                                                                        |            |            |                                      |
| Le lieu de travail est-il inspecté au moins une fois par mois par la ou le RSST ou un membre syndical du CMSST désigné à cette tâche? Art. 8 (6) ou 9 (26)                                                                                                  |            |            |                                      |
| Le CMSST/RSST dispose-t-il du temps (payé) nécessaire pour inspecter le lieu de travail et enquêter sur les blessures graves et les décès? Art. 8 (15) ou 9 (34) (c)                                                                                        |            |            |                                      |
| Le CMSST/RSST et le syndicat sont-ils avisés immédiatement lorsqu'une travailleuse ou un travailleur est tué ou gravement blessé, et cet avis est-il suivi d'un rapport dans les 48 heures? Art. 51                                                         |            |            |                                      |
| - Dans le cas où quelqu'un est tué ou gravement blessé, y a-t-il une enquête menée par la partie syndicale et une inspection des lieux de l'incident? Art. 8 (14) ou 9 (31)                                                                                 |            |            |                                      |
| Le CMSST/RSST et le syndicat sont-ils avisés dans les quatre (4) jours des accidents de travail et des incidents de violence au travail qui empêchent quelqu'un de faire son travail habituel ou qui obligent quelqu'un à consulter un médecin? Art. 52 (1) |            |            |                                      |
| Le CMSST/RSST et le syndicat sont-ils avisés <u>dans les quatre (4) jours</u> lorsque quelqu'un souffre d'une maladie professionnelle <b>OU</b> qu'une réclamation pour                                                                                     |            |            |                                      |

|                                                                                                                                                                                                                                                                                             |            |            |                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|--------------------------------------|
| maladie professionnelle a été déposée auprès de la CSPAAT par la victime ou au nom de celle-ci? Art. 52 (2)                                                                                                                                                                                 |            |            |                                      |
| Les avis ci-dessus incluent-ils les détails prescrits afin que le CMSST/RSST puisse être consulté de manière appropriée pour identifier les situations pouvant présenter un danger pour le personnel? Art. 8 (10) ou 9 (18 (a)); voir aussi le Règlement de l'Ontario 420/21.               |            |            |                                      |
| Commentaires :                                                                                                                                                                                                                                                                              |            |            |                                      |
| <b>Obligations de l'employeur en vertu de la LSST (liste non exhaustive)</b>                                                                                                                                                                                                                |            |            |                                      |
| <b>Est-ce que l'employeur...</b>                                                                                                                                                                                                                                                            | <b>OUI</b> | <b>NON</b> | <b>Incertain/<br/>Sans<br/>objet</b> |
| - a au moins une (1) personne accréditée pour le représenter au CMSST? Art. 9 (12)                                                                                                                                                                                                          |            |            |                                      |
| - avise le CMSST/RSST des rapports de SST et fournit une copie du rapport si ce dernier est écrit? Art. 25 (2) (l)                                                                                                                                                                          |            |            |                                      |
| - donne une réponse écrite aux recommandations du CMSST/RSST/coprésidence, qui comprend : <ul style="list-style-type: none"> <li>• un plan de mise en œuvre <b>ou</b></li> <li>• ses motifs de désaccord avec la recommandation</li> </ul> dans les 21 jours? Art. 8 (12-13) ou 9 (19.1-21) |            |            |                                      |
| - affiche la version la plus récente de la Loi sur la santé et la sécurité au travail dans un endroit visible de tout le personnel? Art. 25 (2) (i)                                                                                                                                         |            |            |                                      |
| - affiche une copie de la politique de santé et de sécurité dans un endroit visible de tout le personnel? Art. 25 (2) (k)                                                                                                                                                                   |            |            |                                      |
| - révisé annuellement la politique de santé et sécurité au travail? Art. 25 (2) (j)<br><i>REMARQUE : Toutes les politiques et tous les programmes de SST (nouveaux ou révisés) devraient être présentés au CMSST/RSST avant leur mise en œuvre.</i>                                         |            |            |                                      |
| - maintient un programme de santé et sécurité au travail et en assure la mise en œuvre? Art. 25 (2) (j)                                                                                                                                                                                     |            |            |                                      |
| - donne des instructions et une formation sur l'utilisation et l'entretien de l'équipement de protection individuelle et des vêtements, de l'équipement et des dispositifs de protection avant que ceux-ci soient utilisés ou portés? Art. 79 (Règl. 851)                                   |            |            |                                      |
| - donne au personnel des renseignements et des instructions sur le contenu de la politique et du programme concernant la violence en milieu de travail? Art. 32.0.5                                                                                                                         |            |            |                                      |
| - évalue ou réévalue les risques de violence au travail et fournit une copie de l'évaluation au CMSST? Art. 32.0.3 (1)(2)(3)                                                                                                                                                                |            |            |                                      |
| - affiche une copie de la politique sur le harcèlement au travail dans un endroit visible de tout le personnel? Art. 32.0.1 (2)                                                                                                                                                             |            |            |                                      |
| - dispose d'un programme par écrit concernant le harcèlement au travail, incluant des mesures et des procédures qui définissent : <ol style="list-style-type: none"> <li>1. la marche à suivre pour signaler un incident de harcèlement au travail;</li> </ol>                              |            |            |                                      |

|                                                                                                                                                                                                                                                                                 |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 2. la marche à suivre pour signaler un incident de harcèlement au travail à quelqu'un d'autre que son supérieur lorsque cette personne est le harceleur présumé;                                                                                                                |  |  |  |
| 3. la manière dont l'employeur fera enquête et traitera les allégations de harcèlement au travail;                                                                                                                                                                              |  |  |  |
| 4. et la manière dont l'employeur informera la partie plaignante et la partie intimée des résultats de l'enquête et des mesures correctives qui ont été ou seront prises? Art. 32.0.7 (1)                                                                                       |  |  |  |
| - revoit le programme de harcèlement en milieu de travail, en consultation avec le CMSST, au moins une fois par année? Art. 32.0.6 (1)                                                                                                                                          |  |  |  |
| - donne au personnel des renseignements et des instructions sur le contenu de la politique et du programme concernant le harcèlement en milieu de travail? Art. 32.0.8                                                                                                          |  |  |  |
| <b><u>Obligations de l'employeur concernant le SIMDUT et les agents chimiques, biologiques et physiques dangereux* en vertu de la LSST et du Règlement 860</u></b>                                                                                                              |  |  |  |
| Existe-t-il un programme pour évaluer la familiarité du personnel avec le SIMDUT au moins une fois par année? Art. 42 (3)                                                                                                                                                       |  |  |  |
| Le programme de formation du personnel au SIMDUT est-il élaboré en consultation avec le CMSST? Art. 42 (2)                                                                                                                                                                      |  |  |  |
| Le programme SIMDUT est-il mis à jour pour refléter les changements apportés au SIMDUT 2015 (SGH)? Art. 7 (1) (Règl. 860)                                                                                                                                                       |  |  |  |
| L'employeur a-t-il retiré du lieu de travail les produits portant une étiquette de fournisseur SIMDUT 1988? Art. 8 (1-11) (Règl. 860)                                                                                                                                           |  |  |  |
| L'employeur a-t-il mis à jour les fiches signalétiques de sécurité pour refléter les changements requis en vertu du SIMDUT 2015? Art. 17 (1-3) (Règl. 860)                                                                                                                      |  |  |  |
| Une formation est-elle donnée sur le stockage, l'utilisation, la manipulation et l'élimination des matières chimiques et biologiques dangereuses aux nouvelles embauches qui travaillent avec ou à proximité de telles matières? Art. 42 (1), art. 6, 7 (c) (Règl. 860)         |  |  |  |
| Une formation est-elle donnée sur le stockage, l'utilisation, la manipulation et l'élimination des matières chimiques et biologiques dangereuses aux personnes déjà en poste qui travaillent avec ou à proximité de telles matières? Art. 42 (1), art. 6, 7 (1) (c) (Règl. 860) |  |  |  |
| Le personnel connaît-il le contenu exigé sur l'étiquette du fournisseur et du lieu de travail, ainsi que la signification et les informations des étiquettes? Art. 7 (1) (a) (Règl. 860)                                                                                        |  |  |  |
| Le personnel connaît-il le contenu exigé sur l'étiquette du fournisseur et du lieu de travail, ainsi que la signification et les informations des étiquettes? Art. 7 (1) (a) (Règl. 860)                                                                                        |  |  |  |
| Le personnel connaît-il le contenu exigé sur une fiche signalétique de sécurité, ainsi que le but et la signification des informations contenues sur une telle fiche? Art. 7 (b) (Règl. 860)                                                                                    |  |  |  |
| Les fiches signalétiques de sécurité sont-elles accessibles à tout le personnel? Art. 38 (1.1)                                                                                                                                                                                  |  |  |  |

|                                                                                                                                          |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Le personnel a-t-il accès à de l'information sur les agents physiques * produits ou émis en milieu de travail? Art. 40 (2)               |  |  |  |
| Y a-t-il des panneaux d'identification et d'avertissement concernant les agents physiques dangereux* sur le lieu de travail? Art. 40 (3) |  |  |  |
| Commentaires :                                                                                                                           |  |  |  |

\* **Les agents physiques dangereux** comprennent : le bruit, les vibrations, les radiations (rayons X), les champs électromagnétiques (haute tension, écrans d'ordinateur), l'énergie radiofréquence (tours cellulaires), la chaleur élevée et le froid extrême.

***Veillez noter que les informations fournies sur la présente feuille ne constituent pas des conseils juridiques. Si vous avez des questions au sujet de la loi en matière de santé et de sécurité, adressez-vous à l'exécutif de votre section locale, à une personne conseillère nationale du SCSFP ou à une ou un spécialiste en SST du SCSFP.***



## Violence au travail

| ARTICLES                 | Devoirs importants de l'employeur sous la Loi (Ontario)<br>(liste non exhaustive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |     |               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| 25 (2) (h)<br>27 (2) (c) | <b>Prendre toutes les précautions raisonnables dans les circonstances pour protéger un travailleur.</b><br><b>NOTE:</b> L'obligation s'applique également à un superviseur.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |     |               |
| 25 (1) (a) (b)<br>(d)    | Veille à ce que tout le matériel, <b>les matériaux et les appareils de protection requis par les Règlements, soit fourni à un travailleur, soit maintenus et en bon état, et utilisé par le travailleur</b><br><b>NOTE:</b> Un travailleur reçoit au préalable une formation sur l'entretien et l'utilisation de tout équipement de protection, matériau et dispositif de protection.                                                                                                                                                                                                                                                                                                             |     |     |               |
| 25 (1) (c)               | Veille à ce que les mesures et les méthodes requises par les règlements soient observées dans le lieu de travail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |     |               |
| 25 (2) (a)               | Fournir <b>les renseignements, les directives et la surveillance nécessaires à la protection de la santé et la sécurité d'un travailleur</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |     |               |
| 25 (2) (d)               | <b>Informe le travailleur ou la personne qui exerce son autorité sur celui-ci:</b><br>➤ <b>des risques que comporte le travail;</b> et<br>➤ la manipulation, l'entreposage, l'utilisation, l'élimination et le transport de:<br>○ tout objet appareillant, matériels; ou<br>○ agent biologique, chimique ou physique.                                                                                                                                                                                                                                                                                                                                                                             |     |     |               |
| 25 (2) (c)               | <b>Assurer la compétence d'un superviseur – « personne compétente » :</b> 1. connaissances, formation et expérience pour organiser le travail et faire exécuter un travail, 2. connaissance de la Loi et des règlements, 3. connaissance de tout danger ou danger potentiel ou existant sur le lieu de travail.                                                                                                                                                                                                                                                                                                                                                                                   |     |     |               |
| ARTICLES                 | Devoirs de l'employeur sous la Loi « Partie III.0.1 « Violence et Harcèlement » (Ontario)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Oui | Non | Incertain S/O |
| 32.0.1 (1) (a)<br>(c)    | Préparer une politique écrite sur la violence au travail et réviser la politique au moins une fois par année.<br><b>NOTE:</b> La politique doit être signée et inclure la date de la dernière révision                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |     |               |
| 32.0.1. (2)              | <b>Afficher la politique sur la violence au travail</b> dans un endroit en bonne vu dans le lieu de travail.<br><b>NOTE:</b> S'appliquent aux lieux de travail comptant au moins six (6) travailleurs régulièrement employés.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |     |               |
| 32.0.2. (1)<br>(2)       | Élabore et maintiens un programme de mise en œuvre de la politique concernant la violence au travail. Le programme comprend, mais ne se limite pas par :<br>➤ <b>Les mesures et les procédures pour contrôler les risques de violence</b> identifiés dans l'évaluation des risques comme étant susceptibles d'exposer un travailleur à des blessures physiques ;<br>➤ Les mesures et les procédures pour <b>obtenir une assistance immédiate</b> lorsque <b>la violence au travail se produit ou est susceptible de se produire</b> ;<br>➤ Les mesures à prendre et les procédures à suivre pour <b>signaler les incidents</b> de violence en milieu de travail à l'employeur ou au superviseur ; |     |     |               |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                | ➤ La manière dont l'employeur enquêtera <b>sur les incidents</b> ou les plaintes de violence au travail;                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| 32.0.5 (2) (a) | Fournir <b>les renseignements et les directives à un travailleur</b> sur le contenu <b>de la politique et du programme sur la violence au travail</b> .                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
| 32.0.3 (1) (2) | <b>Évaluer les risques de violence au travail</b> qui peuvent découler des circonstances :<br>a) de la nature du lieu de travail (bâtiment, sorties, planchers, accès public, escaliers, stationnement, etc.)<br>b) du genre de travail (classification des emplois, travail seul, niveau de dotation, fonctions du poste, interaction publique)<br>c) des conditions de travail (Emplacement heures, quarts de travail, fin de semaine, après les heures, etc.)<br>L'évaluation tiendra compte des circonstances communes et spécifiques au lieu de travail |  |  |  |
| 32.0.3 (4)     | <b>Réévaluer les risques de violence sur le lieu de travail suite à un incident de violence et aussi souvent nécessaire pour s'assurer que la politique et le programme continuent de protéger les travailleurs contre la violence au travail.</b> (p. ex., après un incident de violence au travail ou lorsque les circonstances sur le lieu de travail changent et peuvent modifier le risque de violence au travail)                                                                                                                                      |  |  |  |
| 32.0.3 (3) (5) | <b>Informe le comité de santé et sécurité</b> (ou représentant en santé et sécurité) <b>les résultats de l'évaluation ou de la réévaluation</b> et, si par écrit, fournir des copies écrites.                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
| 32.0.5 (3)     | <b>Fournir des renseignements à un travailleur susceptible d'être exposé à un préjudice corporel de la part de toute personne en milieu de travail ayant des antécédents de violence.</b><br>* Peut inclure des informations personnelles.                                                                                                                                                                                                                                                                                                                   |  |  |  |
| 32.0.5 (4)     | <b>Ne pas divulguer plus de renseignements</b> personnels sur la personne décrite au 32.0.5 (3) <b>qu'il n'est nécessaire pour protéger un travailleur contre un préjudice corporel.</b>                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
| 32.0.4         | Prendre toutes les précautions raisonnables pour protéger un travailleur susceptible d'être exposé à un préjudice corporel à l'égard de <b>violence familiale (de n'importe quelle source)</b> qui peut se produire sur le lieu de travail.<br>* S'applique aux circonstances où l'employeur a connaissance, ou devrait raisonnablement avoir connaissance, du fait de la violence familiale exposera un travail à un préjudice corporel.                                                                                                                    |  |  |  |

## **Definition of workplace violence in the Act**

Selon le cas :

- l'emploi par une personne contre un travailleur, dans un lieu de travail, d'une force physique qui lui cause ou pourrait lui causer un préjudice corporel;

- la tentative d'employer contre un travailleur, dans un lieu de travail, une force physique qui pourrait lui causer un préjudice corporel;
- un propos ou comportement qu'un travailleur peut raisonnablement interpréter comme une menace d'employer contre lui, dans un lieu de travail, une force physique qui pourrait lui causer un préjudice corporel.

## **La personne a-t-elle besoin d'avoir l'intention de blesser le travailleur ?**

Pour qu'il y ait violence au travail, une personne doit employer, tenter d'employer ou menacer d'employer la force physique contre une travailleuse ou un travailleur. **Cependant, il n'est pas nécessaire qu'elle soit capable de juger que ces actes pourraient causer un préjudice corporel.**

Par exemple, une personne peut avoir un problème de santé qui provoque chez elle des réactions physiques à la suite d'une stimulation dans son environnement. Cela serait tout de même considéré comme de la violence au travail.

La violence au travail peut également comprendre des situations où une travailleuse ou un travailleur subit des blessures en tentant de s'interposer entre deux personnes autres que des travailleurs, par exemple des patients, qui se disputent. Les deux personnes ne veulent peut-être pas que quelqu'un d'autre soit victime de leur violence, mais elles emploient une force physique, qui cause un préjudice corporel au travailleur.

Les employeurs doivent tenir compte des situations de ce genre lorsqu'ils évaluent les risques de violence au travail et qu'ils gèrent des incidents. De plus, ils doivent établir des mesures et des méthodes pour protéger les travailleuses et travailleurs contre ce type de comportement.

<https://www.ontario.ca/fr/page/comprendre-la-loi-traitant-de-violence-et-de-harcelement-au-travail>

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Ministry of Labour, Immigration,  
Training and Skills Development

Safe At Work

Ontario 

## Field Visit Report

Page 1 of 5

Operations  
Division

Occupational  
Health and Safety

OHS Case ID: **04631RSKV243**

Field Visit no: **04631RSXT249**

Visit Date: **2022-OCT-25**

Field Visit Type: **CONTINUATION**

Notice ID:

Workplace Identification:

**PUBLIC SCHOOL**

**NORTH YORK, ON,**

Completed %: *f*

Telephone:

JHSC Status:

Work Force #:

**53**

Persons Contacted:

Visit Purpose:

**CONTINUATION OF WORK REFUSAL INVESTIGATION**

Visit Location:

**STAFF LOUNGE**

Visit Summary:

**ORDERS ISSUED**

### Detailed Narrative:

The purpose of this visit was a continuation into the investigation for a work refusal regarding workplace violence involving four workers previously discussed in Field Visit Numbers 04631RSNS244 & 04631RSPS245 conducted on October 17 & 18, 2022.

The work refusal includes the following:

Worker A: Teacher

Worker B: Education Assistant

Worker C: Education Assistant

Worker D: Education Assistant

The worker concerns include:

Worker A: Being unable to physically contain the student while the student transitions from the ride alone transportation van to the classroom.

Worker B: Being unable to physically contain the student working alone with the student.

Workers C & D: Being unable to physically contain the student when working in classroom with the student.

### Inspector Findings

Workplace parties stated that the internal investigation conducted by the Principal, Regional Officer and CUPE4400 JHSC worker member included:

1. A written reassessment of workplace violence was conducted on October 14, 2022, in which the Joint Health and Safety Committee worker member received a copy.
2. Review of needs for Crisis Prevention Institute training
3. Personal Protective Equipment is available to workers
4. Review of summoning assistance

### Recipient

Name

Title

Signature

### Inspector Data

**Shona Kwasney**

O.H.S.A. & B.O.S.T.A. INSPECTOR

PROVINCIAL OFFENCES OFFICER

001 Yonge St. Rm 1600 North York ON M7A 0A3

MOLCOMPLIANCEIHSTORN@ONTARIO.CA

Tel: (437) 248-8360

Fax: (647) 777-5014

Signature

### Worker Representative

Name

Title

Signature

Operations Division Occupational Health and Safety

OHS Case ID: 04631RSKV243

Field Visit no: 04631RSKV243

Workplace Identification

Visit Date: 2022-OCT-25

Field Visit Type: CONTINUATION

Notice ID:

NORTH YORK, ON.

5. Workers are aware of how to report workplace violence incidents
6. Workplace Violence policy is available and posted in the workplace

Controls implemented as a result of the internal investigation:

1. The support team for Classroom #8 met to review and update the Student Safety Plan, the involved workers were provided with the updated copy.
2. An addendum was created for the Student Safety Plan addressing the transition from the transportation van to the classroom.
3. Additional Crisis Prevention Institute training was conducted on October 24, 2022 to review a new hold and release technique for larger individuals.
4. The Board Certified Behaviour Analyst and Special Education Coordinator conducted a review of the Student Safety Plan and spoke to workers about collecting data on specific targeted behaviours.
5. Bump caps are available to workers.
6. Additional blocker pads have been ordered
7. A third-party contractor is undergoing recruitment to the Toronto District School Board to act as a lunch-hour monitor to assist in Classroom #8, a start date has not been confirmed. At the time of the visit, ~~SC~~ had not received Crisis Prevention Institute training. Order issued.

*Worker on intervention team*

A policy with respect to workplace violence, dated February 15, 2022, and was observed to be posted on the bulletin board located in the hallway leading to the Staff Lounge.

Workers are provided with two-way communication radios to summon immediate assistance when workplace violence occurs or is likely to occur. The radio channel is monitored by the principal and vice-principal.

Measures and procedures for workers to report incidents of workplace violence to the employer or supervisor. Observed completed Employee's Report of Workplace Violent Incident Reports. The four refusing workers stated they are aware of how to report incidents of violence.

The Student Safety Plan contains the following MLITSD recommended components:

- a. Description of the observable behaviour concerns
- b. Known triggers
- c. Prevention and intervention strategies to support workers and student safety
- d. Communication procedures for all workers (teaching and non-teaching) whether permanent or occasional

| Recipient | Inspector Data                                                                                | Worker Representative                                                                           |
|-----------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name      | <b>Shona Kwasney</b>                                                                          | Name                                                                                            |
| Title     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                | Title                                                                                           |
|           | 5001 Yonge St. Rm 1600 North York ON M7A 0A3                                                  |                                                                                                 |
|           | MOLCOMPLIANCEIHSTORN@ONTARIO.CA                                                               |                                                                                                 |
|           | Tel: (437) 248-8360                                                                           |                                                                                                 |
|           | Fax: (647) 777-5014                                                                           |                                                                                                 |
| Signature | Signature  | Signature  |

Operations Division Occupational Health and Safety

OHS Case ID: 04631RSKV243

Field Visit no: 04631RSXT249

Visit Date: 2022-OCT-25

Field Visit Type: CONTINUATION

Notice ID:

Workplace Identification

NORTH YORK, ON,

e. Emergency communication procedures for all workers

The four workers stated they were aware of the Student Safety Plan.

14 Employee's Report of Workplace Violent Incident Reports were completed involving the student from September 8th - October 11, 2022, in which, 12 incidents involved Worker A or B resulting in two injuries. The workers stated that additional workplace violence incidents have occurred with the student during this time including but not limited to pinching and spitting, in which an Employee's Report of Workplace Violent Incident Reports were not completed.

Workplace parties stated no changes or updates were made to the Student Safety plan after the incidents that occurred between September 8th - October 11, 2022.

Inspector Decision:

Worker A: Decision of inspector is "likely to endanger".

Worker B: Decision of inspector is "likely to endanger".

Worker C & D: The circumstances reported by the refusing workers do not meet the conditions of Section 43(6) of the OHSA. The concern identified by workers C & D are similar in nature to concerns identified by Worker B and have been addressed during the Worker B work refusal

A workplace violence risk assessment had not been completed for Classroom #8. Order Issued.

A workplace violence risk assessment had not been completed for the ride alone transportation van, route PWA135. Order Issued.

As per subsection 55.2(1) of the Occupational Health and Safety Act the employer needs to provide this inspector with written copies of the Classroom # 8 and ride alone transportation van route PWA135, workplace violence risk assessments. Orders Issued.

Documents Obtained:

Student Safety Plan (3 Pages total, 2 double sided)

Emergency Floor Holding (2 Pages total, 1 double sided)

| Recipient | Inspector Data                                                                                | Worker Representative                                                                           |
|-----------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Name      | <b>Shona Kwasney</b>                                                                          | Name                                                                                            |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               |                                                                                                 |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                                                                                                 |
| Title     | 5001 Yonge St. Rm 1600 North York ON M7A 0A3                                                  | Title                                                                                           |
|           | MOLCOMPLIANCEIHSTORN@ONTARIO.CA                                                               |                                                                                                 |
|           | Tel: (437) 248-8360                                                                           |                                                                                                 |
|           | Fax: (647) 777-5014                                                                           |                                                                                                 |
| Signature | Signature  | Signature  |

OHS Case ID: 04631RSKV243

Field Visit no: 04631RSXT249

Visit Date: 2022-OCT-25

Field Visit Type: CONTINUATION

Notice ID:

Workplace Identification: [REDACTED] PUBLIC SCHOOL  
[REDACTED] NORTH YORK, ON, [REDACTED]

Order(s) /Requirement(s) Issued To:

To:  
TORONTO DISTRICT SCHOOL BOARD

Org/Ind Role  
Primary Employer

Mailing Address:  
5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type Code | Act/Reg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                        | Comply by Date |
|--------------|-----------|---------|------|--------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time      | OHS A   | 1990 | 25     | 2        | a      | The employer shall provide information, instruction and supervision to a worker to protect the health or safety of the worker. At the time of the visit, not all workers listed on the Student Safety Intervention Team had received Crisis Prevention Institute training.                                                                                                                                       | 2022-OCT-26    |
| 04631RSXT250 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| 2            | Time      | OHS A   | 1990 | 32.0.3 | 1        |        | The employer shall assess the risks of workplace violence in Classroom #8 taking into consideration the nature of the workplace, the type of work or conditions of work and specific workplace circumstances that led to incidents of violence that occurred in Classroom #8 since the beginning of the 2022 - 2023 school year. The workplace violence risk assessment had not been completed for Classroom #8. | 2022-OCT-26    |
| 04631RSXT251 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| 3            | Rqmt      | OHS A   | 1990 | 55.2   |          |        | The employer shall complete, in writing, the workplace violence risk assessment for Classroom #8 outlined in order number 04631RSXT251.                                                                                                                                                                                                                                                                          | 2022-OCT-26    |
| 04631RSXT252 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| 4            | Time      | OHS A   | 1990 | 32.0.3 | 1        |        | The employer shall assess the risks of workplace violence for the ride alone transportation van, route PWA135, taking into consideration the nature of the workplace, the type of work or conditions of                                                                                                                                                                                                          | 2022-OCT-26    |
| 04631RSXV253 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                  |                |

Recipient

Inspector Data

Worker Representative

Name

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name

Title

5001 Yonge St. Rm 1600 North York ON M7A 0A3  
MOLCOMPLIANCEIHSTORN@ONTARIO.CA

Title

Tel: (437) 248-8360

Fax: (647) 777-5014

Signature

Signature

Signature

Field Visit Report

Page 5 of 5

OHS Case ID: **04631RSKV243**

Field Visit no: **04631RSXT249**

Visit Date: **2022-OCT-25**

Field Visit Type: **CONTINUATION**

Workplace Identification:

**PUBLIC SCHOOL**

Notice ID:

**NORTH YORK, ON,**

Order(s) /Requirement(s) Issued To:

To:

**TORONTO DISTRICT SCHOOL BOARD**

Org/Ind Role

**Primary Employer**

Mailing Address:

**5050 YONGE ST, NORTH YORK, ON, CA M2N 5N8**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No | Type | ActReg | Year | Sec. | Sub | Clause |
|----|------|--------|------|------|-----|--------|
|    | Code |        |      |      |     | Sec.   |

Text of Order/Requirement

Comply by Date

**5 Rqmt OHSA 1990 55.2**  
**04631RSXV254**

work and specific workplace circumstances that led to incidents of violence that occurred in the ride alone transportation van, route PWA135, since the beginning of the 2022 - 2023 school year. The workplace violence risk assessment had not been completed for the ride alone transportation van, route PWA135.

The employer shall complete, in writing, the workplace violence risk assessment for ride alone transportation van, route PWA135 outlined in order number 04631RSXV253.

**2022-OCT-26**

Recipient

Inspector Data

Worker Representative

Name

**Shona Kwasney**  
O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name

Title

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Title

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Signature

Signature

Signature

Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 1 of 3

OHS Case ID: 02751RRZN997

Field Visit no: 02751RSJS003

Visit Date: 2022-OCT-13

Field Visit Type: FOLLOW-UP

Workplace Identification: PUBLIC SCHOOL

Notice ID:

BRAMPTON, ON,

Telephone:

JHSC Status:

Work Force #:

Completed %:

-

Active

74

Persons Contacted:

Visit Purpose: INVESTIGATION OF REPORTED WORKPLACE VIOLENCE INCIDENT.

Visit Location: VICE PRINCIPALS OFFICE.

Visit Summary: ORDERS ISSUED, SEE DETAILED NARRATIVE.

## Detailed Narrative:

This inspector attended the workplace today to review the anonymous Workplace Violence complaint received by the MLTSD Call Centre on Monday October 3, 2022 with the Vice Principal, the involved worker and worker representative.

- At the time of this visit there was not a Positive Behaviour Intervention Plan (PBIP) or Safety Plan in place for the involved student.
- At the time of this visit this inspector requested all Employee Workplace Violent Incident Reports (EVIR) for the involved student, there have been five EVIR's submitted since September 13, 2022.

The following copies were provided at this inspectors request:

- EVIR - 7458, EVIR - 7879, EVIR - 8147, EVIR - 8148 and EVIR - 8166.

## Orders Issued:

- This employer shall provide a copy of the current risk assessment for Ridgeview public School.
- This employer shall reassess the risk of workplace violence with regards to the above noted EVIR's.
- This employer shall provide information to a worker, including personal information, related to the risk of workplace violence from the involved student with a history of violence identified in the above EVIR reports once the reassessment of workplace violence has been completed.

Investigation ongoing.

<https://files.ontario.ca/workplace-violence-in-school-boards-guide.pdf>

<https://www.ontario.ca/page/reporting-workplace-violence-ontario-school-boards>

| Recipient | Inspector Data                                | Worker Representative |
|-----------|-----------------------------------------------|-----------------------|
| Name      | <b>CARL BROUGHTON</b>                         | Name                  |
|           | OCCUPATIONAL HEALTH & SAFETY INSPECTOR        |                       |
|           | PROVINCIAL OFFENCES OFFICER                   |                       |
| Title     | 400-1290 Central Pky W Mississauga ON L5C 4R3 | Title                 |
|           | MOLComplianceFormsMississauga@ontario.ca      |                       |
|           | Tel: (416) 300-4764                           |                       |
|           | Fax: (905) 415-8853                           |                       |
| Signature | Signature                                     | Signature             |

Operations Division Occupational  
Health and Safety

Field Visit Report

Page 2 of 3

OHS Case ID: 02751RRZN997

Field Visit no: 02751RSJS003

Visit Date: 2022-OCT-13

Field Visit Type: FOLLOW-UP

Workplace Identification: [REDACTED] PUBLIC SCHOOL

Notice ID:

[REDACTED] BRAMPTON, ON, [REDACTED]

Previously requested injured workers training records, (H&S)  
↳ Injured worker stated the they have recieved CPI training,  
<sup>CPI</sup> not no records provided at the time of this visit.



Recipient

Inspector Data

Worker Representative

CARL BROUGHTON

Name \_\_\_\_\_

OCCUPATIONAL HEALTH & SAFETY INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

400-1290 Central Pky W Mississauga ON L5C 4R3  
M OLCComplianceFormsMississauga@ontario.ca

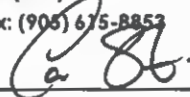
Title \_\_\_\_\_

Tel: (416) 200-4764

Fax: (905) 675-8853

Signature \_\_\_\_\_

Signature



Signature \_\_\_\_\_

Operations Division Occupational Health and Safety

## Field Visit Report

Page 3 of 3

OHS Case ID: **02751RRZN997**

Field Visit no: **02751RSJS003**

Visit Date: **2022-OCT-13**

Field Visit Type: **FOLLOW-UP**

Workplace Identification: **PUBLIC SCHOOL**

Notice ID:

**BRAMPTON, ON,**

Order(s) /Requirement(s) Issued To:

To:  
**PEEL DISTRICT SCHOOL BOARD**

Org/Ind Role  
**Owner**

Mailing Address:

**5650 HURONTARIO ST, MISSISSAUGA, ON, CA L5R 1C6**

Order(s) /Requirement(s) Description:

You are required to comply with the order(s) /requirement(s) by the dates listed below.

| No           | Type Code | Act/Reg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Comply by Date |
|--------------|-----------|---------|------|--------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Rqmt      | OHS     | 1990 | 54     | 1        | c      | At the time of this visit the current workplace violence risk assessment for Ridgeview Public School was not available for review, this employer shall provide a copy of the current workplace violence risk assessment for Ridgeview Public School to the attention of this inspector.                                                                                                                                                                                                            | 2022-OCT-18    |
| 02751RSKP004 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |
| 2            | Time      | OHS     | 1990 | 32.0.3 | 4        |        | This employer shall reassess the risks of workplace violence with regards to the the following EVIR's (7458, 7879, 8147, 8148 and 8166) to ensure to continue to protect workers from workplace violence.                                                                                                                                                                                                                                                                                          | 2022-OCT-28    |
| 02751RSKP005 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |
| 3            | Time      | OHS     | 1990 | 32.0.5 | 3        |        | This employer shall provide information to a worker under clause 25 (2) (a) and a supervisors duty to advise a worker under clause 27 (2) (a), including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, the worker can be expected to encounter that person in the course of his or her work, and the risk of workplace violence is likely to expose the worker to physical injury, once the reassessment has been completed. | 2022-NOV-04    |
| 02751RSKQ006 |           |         |      |        |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |

Recipient

Inspector Data

Worker Representative

**CARL BROUGHTON**

Name \_\_\_\_\_

OCCUPATIONAL HEALTH & SAFETY INSPECTOR  
PROVINCIAL OFFENCES OFFICER

Name \_\_\_\_\_

Title \_\_\_\_\_

400-1290 Central Pky W Mississauga ON L5C 4R3

MOLComplianceFormsMississauga@ontario.ca

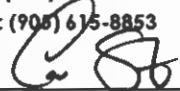
Title \_\_\_\_\_

Tel: (416) 200-4764

Fax: (905) 615-8853

Signature \_\_\_\_\_

Signature



Signature \_\_\_\_\_

## Modèle de liste de vérification de sécurité ou d'évaluation des risques de violence

Les membres du SCFP fournissent de précieux services aux membres du public dans une variété de situations qui peuvent devenir difficiles, ou qui sont plus susceptibles de les exposer à la violence. Ce formulaire a été créé pour aider les membres de comités de santé et de sécurité à identifier et mettre en évidence les éléments du lieu de travail ou des tâches de travail qui peuvent augmenter les risques d'incidents avec violence auxquels s'exposent les travailleurs. Certains éléments de la liste ci-dessous pourraient ne pas être pertinents dans votre lieu de travail. Nous conseillons donc aux membres des comités de santé et de sécurité de créer un formulaire d'inspection contenant uniquement les éléments de la liste qui s'appliquent à votre lieu de travail et sur lequel vous pourrez prendre des notes au besoin.

### Renseignements pour vos dossiers :

|                             |                                                           |
|-----------------------------|-----------------------------------------------------------|
| Service ou unité :          | Adresse de l'immeuble ou emplacement du site de travail : |
| Auteur(s) de l'inspection : | Date de l'inspection :                                    |
| Commentaires :              |                                                           |

| Personnel                                                                                                                                                                           |                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Formation</b>                                                                                                                                                                    |                                                           |
| Les travailleurs ont-ils reçu une formation sur le plan d'intervention d'urgence (p. ex., trajet d'évacuation, signalement aux autorités compétentes)?                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils formés au signalement des incidents avec violence ou des menaces?                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils formés aux relations avec les patients ou clients désagréables?                                                                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs ont-ils reçu de la formation sur les moyens de prévenir ou de désamorcer les situations pouvant devenir violentes?                                                 | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs ont-ils reçu une formation en sécurité personnelle ou en autodéfense?                                                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils formés à la détection de situations qui risquent de dégénérer en violence?                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils formés pour reconnaître les signes de violence domestique au travail et d'y faire un suivi, y compris aider avec les plans de sécurité et des références? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils formés à reconnaître et à lutter contre la discrimination, les stéréotypes et le harcèlement?                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                                     |                                                           |
| <b>Personnel de sécurité</b>                                                                                                                                                        |                                                           |
| Y a-t-il un responsable de la sécurité dans l'immeuble?                                                                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs ont-ils un accès rapide au personnel de sécurité qualifié?                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs savent-ils qui est responsable de la sécurité?                                                                                                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Un système (de surveillance mutuelle, par exemple) a-t-il été mis en place en cas de situation possiblement dangereuse pour les travailleurs?                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

|                                                                                                                                                             |                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Le personnel de sécurité a-t-il suffisamment de pouvoirs pour prendre toutes les mesures qui s'imposent afin d'assurer la sécurité des travailleurs?        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des agents de sécurité à l'extérieur de l'immeuble (aux entrées et dans les aires accessibles au grand public)?                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le stationnement est-il surveillé soit par un préposé ou par un autre moyen?                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Dans leurs déplacements entre le stationnement et le lieu de travail, les employés ont-ils la possibilité de se faire accompagner par un agent de sécurité? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| <b>Aires de travail isolées</b>                                                                                                                             |                                                           |
| Y a-t-il des aires de travail qui sont éloignées des autres?                                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Dans les aires isolées, y a-t-il un téléphone ou un panneau indiquant où trouver de l'aide?                                                                 | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Dans les aires isolées, quelle distance vous sépare de la plus proche personne pouvant entendre votre appel à l'aide?                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des dispositifs ou boutons d'alarme facilement accessibles?                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les dispositifs ou boutons d'alarme fonctionnent-ils? (date du dernier test _____)                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                             |                                                           |
| <b>Habitudes de déplacement</b>                                                                                                                             |                                                           |
| Les travailleurs arrivent-ils et partent-ils aux mêmes heures et en suivant le même trajet tous les jours?                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Quelqu'un pourrait-il réussir à connaître les habitudes de déplacement d'un travailleur?                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il plusieurs chemins ou allées très passants et bien éclairés qu'on peut emprunter?                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Est-ce facile de voir ce qui se trouve à l'autre extrémité d'une allée ou d'un corridor?                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                             |                                                           |
| <b>Travailleurs marginalisés</b>                                                                                                                            |                                                           |
| Y a-t-il des mesures spécifiques pour prévenir la violence ou le harcèlement contre des travailleurs marginalisés:                                          |                                                           |
| Travailleurs handicapés                                                                                                                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Travailleurs radicalisés                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Immigrants récents                                                                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Gai, lesbienne, (LGBT) travailleurs bisexuelles et transgenres                                                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Travailleurs autochtones                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs marginalisés sont-ils représentés dans les évaluations et la prise de décisions sur la santé et la sécurité                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

| <b>AIDE D'URGENCE</b>                                                                        |                                                           |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Y a-t-il un numéro désigné pour appeler les secours :                                        |                                                           |
| pendant les heures d'ouverture?                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| en dehors des heures d'ouverture?                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les numéros d'urgence sont-ils inscrits sur les téléphones?                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des téléphones d'urgence dans toutes les aires de l'immeuble?                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il une pièce sécuritaire désignée où les employés peuvent se réfugier d'urgence?       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Cette pièce est-elle équipée d'un téléphone et d'une porte qui se verrouille de l'intérieur? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

| <b>PROCÉDURES DE SÉCURITÉ EN MILIEU DE TRAVAIL</b>                              |                                                           |
|---------------------------------------------------------------------------------|-----------------------------------------------------------|
| Y a-t-il des procédures de sécurité pour les employés qui :                     |                                                           |
| travaillent avec le public?                                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| manipulent de l'argent, des objets de valeur ou des médicaments sur ordonnance? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

|                                                                                                                                                                                                                                      |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| effectuent des inspections ou sont chargés de l'application de lois, règlements ou décisions?                                                                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| assurent la prestation de services, soins, conseils ou formation?                                                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| travaillent avec des personnes instables ou violentes?                                                                                                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| travaillent dans un lieu où l'on sert de l'alcool?                                                                                                                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| travaillent tard le soir ou tôt le matin?                                                                                                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| utilisent le transport en commun pendant leur journée de travail?                                                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| se rendent dans d'autres villes ou pays?                                                                                                                                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| séjournent dans des hôtels?                                                                                                                                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| sont susceptibles d'être exposés à des préjugés et le harcèlement des travailleurs marginalisés, par exemple comme une femme minoritaire dans une unité dominée par les hommes ou des travailleurs radicalisés ou LGBT?              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Prend-on des moyens particuliers pour protéger les gens qui travaillent tard le soir (accompagnateurs, entrées verrouillées, boutons d'urgence, etc.)?                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Avez-vous une politique d'accueil, d'accompagnement et d'identification des visiteurs?                                                                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les visiteurs autorisés doivent-ils porter un insigne d'identité?                                                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les employés doivent-ils porter un insigne d'identité (sans renseignements personnels comme leur nom de famille)?                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils informés des antécédents ou des risques de violence d'un client ou patient?                                                                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les informations sont-elles traitées avec soin, par exemple les horaires de quart et les affectations de travail sur «besoin de savoir», pour prévenir le harcèlement ou autres actes de violence?                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Une entente a-t-elle été établie avec le service local de police ou le service d'hébergement et d'orientation des femmes?                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Afin d'éviter des frustrations aux patients, clients et visiteurs qui se trouvent dans l'aire d'attente, leur a-t-on bien expliqué comment utiliser les services (au moyen de simples affiches ou par l'intermédiaire des employés)? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Afin d'éviter des frustrations aux patients ou aux clients, s'efforce-t-on d'écourter les temps d'attente liés aux services?                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il suffisamment de personnel et de fournitures pour fournir les services nécessaires?                                                                                                                                          |                                                           |
| Les fenêtres, serrures ou autres biens matériels qui sont brisés sont-ils réparés dans les plus brefs délais?                                                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les dispositifs de sécurité (serrures, caméras, alarmes, etc.) sont-ils testés régulièrement et, s'il y a lieu, sont-ils réparés dans les plus brefs délais?                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs évitent-ils d'avoir sur eux des objets non nécessaires à leur travail qui pourraient servir d'armes et être utilisés contre eux?                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il un manuel de sécurité et de la formation pour assurer qu'il est bien compris?                                                                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les procédures de sécurité, de signalisation et d'autres mesures sont-elles accessibles aux personnes avec des problèmes d'alphabétisation ou anglais / français comme langue seconde?                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

| AMÉNAGEMENT DES LIEUX                                                                  |                                                           |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Généralités</b>                                                                     |                                                           |
| L'aire de travail offre-t-elle une bonne visibilité et est-elle adéquatement éclairée? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'accès du public à l'aire de travail est-il contrôlé?                                 | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les points d'accès à l'aire de travail sont-ils rares?                                 | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les entrées et sorties sont-elles adéquatement éclairées?                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les entrées et sorties sont-elles surveillées?                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

|                                                                                                                                                                    |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Les sorties sont-elles assez nombreuses et les trajets d'évacuation sont-ils adéquats?                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les portes de sortie s'ouvrent-elles uniquement de l'intérieur afin de prévenir les accès non autorisés?                                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des aires de travail réservées aux employés qui sont séparées des aires publiques?                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Utilisez-vous des cartes codées ou des clés à code pour contrôler les accès à l'immeuble ou à certaines de ses parties?                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| En cas de perte de carte ou de clé, les codes ou les serrures sont-ils immédiatement changés?                                                                      | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Serait-il possible d'entendre un travailleur qui appelle à l'aide?                                                                                                 | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les employés ont-ils un endroit sûr à leur disposition pour ranger leurs effets personnels?                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Des plans d'étage montrant les entrées, les sorties et les postes de sécurité sont-ils affichés?                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Ces plans d'étage peuvent-ils être vus uniquement des employés et non des visiteurs?                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les vestiaires, salles de toilettes et autres espaces de genre sont-ils sans danger pour les travailleurs transgenres?                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les vestiaires et les toilettes sont-ils sans danger pour les femmes, en particulier sur les quarts de nuit ou dans des lieux de travail à prédominance masculine? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                    |                                                           |
| <b>Signalisation</b>                                                                                                                                               |                                                           |
| Lorsque vous entrez dans l'immeuble, y a-t-il des panneaux indiquant où vous êtes?                                                                                 | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| La signalisation intérieure montre-t-elle où trouver de l'aide en cas d'urgence?                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les sections publiques et les aires réservées au personnel sont-elles clairement signalées?                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les règles applicables aux visiteurs sont-elles bien affichées?                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| La signalisation des sorties est-elle adéquate partout dans l'immeuble?                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les enseignes sont-elles faciles à voir pour n'importe qui?                                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les heures d'ouverture sont-elles affichées clairement?                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                    |                                                           |
| <b>Aires d'accueil et d'attente</b>                                                                                                                                |                                                           |
| Est-ce facile de voir l'aire d'accueil et de s'y rendre?                                                                                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le préposé à l'accueil peut-il bien voir les patients ou les visiteurs qui arrivent?                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il du personnel en permanence dans l'aire d'accueil?                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Un visiteur pourrait-il entrer dans l'immeuble en l'absence du préposé à l'accueil?                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'aire d'accueil est-elle le premier point d'arrêt des visiteurs?                                                                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'aire d'accueil sert-elle de zone de contrôle de sécurité pour les visiteurs indésirables?                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le préposé à l'accueil travaille-t-il parfois seul?                                                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'aire d'accueil est-elle équipée d'un bouton d'appel d'urgence?                                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| S'il y a un bouton d'appel d'urgence, la procédure d'intervention a-t-elle été établie?                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des objets, des outils ou de l'équipement qui pourraient servir d'armes?                                                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'aménagement des aires d'accueil et de travail a-t-il été pensé de manière à prévenir l'accès non autorisé?                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Pour accéder aux aires de travail, doit-on obligatoirement passer par une aire d'accueil?                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs peuvent-ils observer les patients, clients ou autres visiteurs dans les aires d'attente?                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                    |                                                           |
| <b>Toilettes</b>                                                                                                                                                   |                                                           |
| Le personnel a-t-il des toilettes privées et verrouillées à sa disposition?                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le public peut-il utiliser les mêmes toilettes que le personnel?                                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

|                                                                                                                                    |                                                           |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Dans les toilettes, est-ce possible d'éteindre la lumière?                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les toilettes sont-elles inspectées avant la fermeture de l'immeuble?                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| <b>Espaces de travail des employés</b>                                                                                             |                                                           |
| Certains employés courent-ils un risque accru de violence au travail en raison de l'agencement ou de l'emplacement de leur bureau? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'agencement des meubles permet-il de :                                                                                            |                                                           |
| sortir rapidement du bureau?                                                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| maintenir une certaine distance (d'au moins 2 mètres, environ) entre employés et clients?                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| A-t-on réduit le nombre d'objets qui pourraient servir d'armes?                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les bureaux offrent-ils une bonne visibilité grâce aux fenêtres en verre incassable des murs ou des portes?                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| <b>Salles d'entrevue et de réunion</b>                                                                                             |                                                           |
| Disposez-vous de salles distinctes pour faire des entrevues ou des réunions?                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| D'autres employés peuvent-ils voir à l'intérieur des salles d'entrevue ou de réunion?                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les salles d'entrevue ou de réunion sont-elles équipées d'un système d'alarme?                                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'aménagement du mobilier permet-il d'accéder aux sorties de secours?                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les aires d'attente et de travail sont-elles exemptes d'objets pouvant servir d'armes?                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les fauteuils et les meubles sont-ils fixés au sol afin d'éviter qu'ils servent d'armes?                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les espaces réservés aux patients ou aux clients sont-ils pensés de façon à permettre un confort maximal et un stress minimal?     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| <b>Endroits pouvant servir de cachettes à une personne violente</b>                                                                |                                                           |
| Y a-t-il des pièces vacantes non verrouillées qui sont accessibles aux patients, clients ou autres membres du public?              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Dans les allées et les corridors, y a-t-il des coins ou des niches où l'on pourrait se cacher?                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il de petits espaces où quelqu'un pourrait se cacher? Par exemple :                                                          |                                                           |
| une porte encastrée                                                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| un espace d'entreposage non verrouillé                                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| un escalier                                                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| un ascenseur                                                                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Que pourrait-on faire pour mieux savoir si quelqu'un se cache :                                                                    |                                                           |
| matériaux transparents (insertion d'une fenêtre dans un mur ou une porte)                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| miroirs                                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| coins à angles morts ou obtus                                                                                                      | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| arbustes moins nombreux                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| autre _____                                                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| <b>Escaliers et sorties</b>                                                                                                        |                                                           |
| Les portes de sortie indiquent-elles l'emplacement de l'issue?                                                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Quelqu'un pourrait-il se cacher facilement au bas de l'escalier?                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'éclairage est-il suffisant?                                                                                                      | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Est-ce possible d'éteindre les lumières de l'escalier?                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Pour évacuer l'immeuble, y a-t-il plus d'un trajet possible?                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il un trajet d'évacuation qui ne vous permet pas de vous en aller?                                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les portes donnant sur les escaliers se verrouillent-elles derrière vous?                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des alarmes ou autre notification si une porte est entrouverte?                                                           |                                                           |

|                                                                                                          |                                                           |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
|                                                                                                          |                                                           |
| <b>Ascenseurs</b>                                                                                        |                                                           |
| Pouvez-vous voir si quelqu'un se trouve dans l'ascenseur sans y entrer vous-même?                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Est-ce que chaque ascenseur est équipé d'un téléphone d'urgence et d'un bouton pour alerter les secours? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Une procédure d'intervention a-t-elle été établie en cas d'urgence dans un ascenseur?                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

| Environ de l'immeuble                                                                                                                                                          |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Généralités</b>                                                                                                                                                             |                                                           |
| Votre immeuble est-il loin des immeubles voisins?                                                                                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'entrée est-elle bien éclairée?                                                                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les entrées et les sorties sont-elles bien signalées?                                                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Est-ce que la sécurité de vos entrées et sorties est compromise en raison de la façon dont l'espace de l'immeuble est partagé entre votre organisation et d'autres locataires? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Des crimes ou des actes violents ont-ils déjà été commis dans les installations ou les entreprises voisines?                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Est-ce qu'il arrive que des criminels, des gens violents ou des personnes sous l'influence de l'alcool ou de la drogue entrent dans votre immeuble?                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Votre lieu de travail est-il à proximité d'immeubles ou d'entreprises susceptibles d'être la scène de crimes violents (p. ex., une banque ou un bar)?                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les murs de l'immeuble portent-ils des marques de vandalisme (dommages ou graffitis)?                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les entrées de l'immeuble sont-elles clairement visibles de la rue?                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le terrain de l'immeuble est-il exempt de buissons or d'autres cachettes éventuelles?                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'extérieur de l'immeuble est-il surveillé par caméra?                                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| L'éclairage extérieur de l'immeuble est-il suffisant pour assurer une bonne visibilité?                                                                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le personnel de sécurité peut-il voir toutes les allées extérieures?                                                                                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les dépôts d'ordures, les remises et l'équipement utilisé par les employés sont-ils :                                                                                          |                                                           |
| dans un endroit offrant une bonne visibilité?                                                                                                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| situés près de l'immeuble principal et n'offrent aucune possibilité de cachette?                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                                |                                                           |
| <b>Stationnement</b>                                                                                                                                                           |                                                           |
| Un terrain de stationnement réservé aux employés se trouve-t-il à proximité?                                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| De l'avis des travailleurs, le trajet à pied entre le stationnement et le lieu de travail est-il sécuritaire?                                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Des rappels ayant trait à la sécurité sont-ils affichés dans le stationnement (p. ex., « stationnement patrouillé »)?                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les stationnements et les allées sont-ils adéquatement éclairés?                                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Le stationnement est-il libre de tout buisson ou cachette?                                                                                                                     | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les alarmes sont-elles clairement indiquées?                                                                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Faut-il un laissez-passer pour accéder au stationnement?                                                                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les véhicules de l'entreprise passent-ils la nuit dans le stationnement?                                                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Si oui, y a-t-il un stationnement sécurisé pour garer les véhicules de l'entreprise hors des heures d'ouverture?                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Un vol de véhicule s'est-il déjà produit dans le stationnement?                                                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Une voiture garée dans le stationnement a-t-elle déjà fait l'objet d'une tentative d'entrée par effraction?                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

| PROCÉDURES RELATIVES AU TRAVAIL SUR LE TERRAIN                                                                                                                                                                                                                |                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Dotation en personnel</b>                                                                                                                                                                                                                                  |                                                           |
| Le personnel présent sur le terrain est-il adéquat?                                                                                                                                                                                                           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il un système d'accompagnement ou de surveillance mutuelle pour les personnes qui doivent travailler dans un contexte ou un endroit potentiellement dangereux?                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs de terrain qui le demandent se font-ils aider rapidement?                                                                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les affectations sont-elles sans danger pour les travailleurs marginalisés, par exemple ne pas attribuer un travailleur racialisée ou LGBT à un patient ou un client connu pour être fanatique?                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                                                                                                               |                                                           |
| <b>Formation</b>                                                                                                                                                                                                                                              |                                                           |
| Les travailleurs ont-ils reçu une formation adéquate sur les mesures de sécurité?                                                                                                                                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs peuvent-ils bien communiquer avec les personnes qu'ils côtoient sur le terrain (même langue, etc.)?                                                                                                                                          | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs reçoivent-ils des GPS, des cartes et de bonnes indications sur le territoire qu'ils doivent couvrir?                                                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils informés des autres trajets qu'ils peuvent emprunter dans les quartiers ayant un taux de criminalité élevé?                                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| La sécurité des travailleurs marginalisés est-elle considérée dans l'assignation des quartiers, par exemple risque de profilage racial?                                                                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils informés d'avance de la situation particulière du secteur où ils doivent se rendre travailler (culture du quartier, trafic de drogues, etc.)?                                                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Existe-t-il une politique qui permet à un travailleur de refuser de fournir le service à un patient ou un client (p. ex., au domicile) lorsqu'il juge les conditions de travail dangereuses et est-ce que les travailleurs ont reçu une formation à ce sujet? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les personnes qui doivent travailler sur le terrain tard le soir ou tôt le matin sont-elles informées des précautions particulières à prendre?                                                                                                                | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs sont-ils informés des risques de violence d'un client ou patient?                                                                                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                                                                                                               |                                                           |
| <b>Équipement de travail sur le terrain</b>                                                                                                                                                                                                                   |                                                           |
| L'employeur fournit-il un véhicule ou un autre moyen de transport sécuritaire à utiliser pour les activités sur le terrain?                                                                                                                                   | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les véhicules utilisés sur le terrain sont-ils inspectés régulièrement et maintenus en bon état de marche?                                                                                                                                                    | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il toujours une personne qui sait où chaque travailleur se trouve?                                                                                                                                                                                      | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les travailleurs de terrain doivent-ils porter un insigne d'identité (sans renseignements personnels comme le nom de famille et le numéro d'assurance sociale)?                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Fournit-on une radio avec émetteur-récepteur ou un téléphone cellulaire aux employés?                                                                                                                                                                         | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Fournit-on un dispositif d'alerte ou bouton d'alarme personnel aux employés?                                                                                                                                                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les serrures et les vitres des portières des véhicules sont-elles contrôlées par le conducteur?                                                                                                                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Les habitacles des véhicules sont-ils munis de barrières physiques (p. ex., cloison de Plexiglas)?                                                                                                                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                                                                                                                                               |                                                           |
| <b>Autres précautions pour le travail de terrain</b>                                                                                                                                                                                                          |                                                           |
| D'autres politiques et procédures ont-elles été mises en place pour encadrer les activités à risque élevé comme celles qui :                                                                                                                                  |                                                           |
| visent à faire respecter une décision, un règlement ou une loi (surveillant de stationnement, inspecteur, etc.)?                                                                                                                                              | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

|                                                                                                                                             |                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| visent à retirer quelque chose à quelqu'un (retrait d'un enfant, coupure de services publics, etc.)?                                        | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| mettent le travailleur en contact avec des personnes au comportement violent?                                                               | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Travailler avec les services de protection de l'enfant ou adulte                                                                            |                                                           |
| impliquent l'utilisation d'un véhicule ou le port de vêtements affichant le nom ou la marque d'un organisme possiblement détesté du public? | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| amènent le travailleur à entrer dans le domicile des gens?                                                                                  | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| mettent le travailleur en contact avec des animaux dangereux (p. ex., un chien)?                                                            | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
|                                                                                                                                             |                                                           |
| <b>Autres exigences à respecter sur le terrain</b>                                                                                          |                                                           |
| Y a-t-il des endroits sécuritaires où les travailleurs peuvent manger, utiliser les toilettes, ranger des objets de valeur, etc.?           | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des endroits où les travailleurs peuvent se réfugier en cas d'urgence?                                                             | <input type="checkbox"/> Oui <input type="checkbox"/> Non |
| Y a-t-il des espaces de stationnement sécuritaires à proximité pour les travailleurs?                                                       | <input type="checkbox"/> Oui <input type="checkbox"/> Non |

# Annexe F : avis de risque éventuel de préjudice corporel (plan de sécurité de l'élève abrégé)

## MODÈLE :

**NE PAS AFFICHER**

**Nom du conseil scolaire de district**

### **AVIS DE RISQUE ÉVENTUEL DE PRÉJUDICE CORPOREL (plan de sécurité de l'élève abrégé)**

Ce modèle est fourni à titre de ressource, et chaque conseil scolaire doit en tenir compte dans l'élaboration de son propre formulaire. Il incombe à chaque conseil scolaire de s'assurer que la version du formulaire qu'il utilise et les procédures connexes sont conformes à ses responsabilités prévues par la [LAIMPVP](#), la *LSST* et d'autres lois.

Le présent formulaire vise à faciliter l'accomplissement par le conseil scolaire de son devoir prévu au paragraphe 32.0.5 (3) de la *Loi sur la santé et la sécurité au travail* de fournir au travailleur des renseignements relatifs au risque de violence au travail d'une personne ayant des antécédents de comportement violent. Ce formulaire doit être rempli par un directeur d'école ou un directeur adjoint et remis au travailleur à l'école si les conditions suivantes sont réunies : a) selon toute attente, le travailleur rencontrera cette personne dans le cadre de son travail; et b) le risque de violence au travail est susceptible d'exposer le travailleur à un préjudice corporel.

#### **Politique et procédure du conseil**

*Hyperlien vers la politique et la procédure du conseil*

#### **COMMENT OBTENIR UNE AIDE IMMÉDIATE**

| RENSEIGNEMENTS IDENTIFICATOIRES      |       |
|--------------------------------------|-------|
| Nom de l'élève :                     | PHOTO |
| École :                              |       |
| Numéro de département ou de bureau : |       |

| BRÈVE DESCRIPTION DES COMPORTEMENTS QUI PRÉSENTENT UN RISQUE DE PRÉJUDICE CORPOREL                                          |
|-----------------------------------------------------------------------------------------------------------------------------|
| La description des comportements devrait être énoncée dans trois sections :                                                 |
| Déclencheurs connus                                                                                                         |
| Indicateurs d'escalade (signes ou indices physiques indiquant que l'élève est sur le point de devenir agressif ou violent). |
| Indicateurs de l'escalade complète                                                                                          |

| STRATÉGIES POUR ÉVITER LE RISQUE DE PRÉJUDICE CORPOREL : |                       |
|----------------------------------------------------------|-----------------------|
| À FAIRE :                                                | S'ABSTENIR DE FAIRE : |
|                                                          |                       |

| STRATÉGIES D'URGENCE ET D'INTERVENTION |
|----------------------------------------|
|                                        |

Rempli par \_\_\_\_\_

Date \_\_\_\_\_  
(directeur d'école ou personne désignée)

Conserver dans un lieu centralisé et sécurisé.

# Annexe G : avis de risque éventuel de préjudice corporel (plan de sécurité général)

## MODÈLE :

**NE PAS AFFICHER**

**Nom du conseil scolaire de district**

### **AVIS DE RISQUE ÉVENTUEL DE PRÉJUDICE CORPOREL (plan de sécurité général)**

Ce modèle est fourni à titre de ressource, et chaque conseil scolaire doit en tenir compte dans l'élaboration de son propre formulaire. Il incombe à chaque conseil scolaire de s'assurer que la version du formulaire qu'il utilise et les procédures connexes sont conformes à ses responsabilités prévues par la [LAIMPVP](#), la [LSST](#) et d'autres lois.

Le présent formulaire vise à faciliter l'accomplissement par le conseil scolaire de son devoir prévu au paragraphe 32.0.5 (3) de la *Loi sur la santé et la sécurité au travail* de fournir au travailleur des renseignements relatifs au risque de violence au travail d'une personne ayant des antécédents de comportement violent. Ce formulaire doit être rempli par un directeur d'école ou un directeur adjoint et remis au travailleur à l'école si les conditions suivantes sont réunies : a) selon toute attente, le travailleur rencontrera cette personne dans le cadre de son travail; et b) le risque de violence au travail est susceptible d'exposer le travailleur à un préjudice corporel.

#### **Politique et procédure du conseil**

*Hyperlien vers la politique et la procédure du conseil*

**Emplacement de l'école ou du travail :** \_\_\_\_\_

#### **COMMENT OBTENIR UNE AIDE IMMÉDIATE**

| RENSEIGNEMENTS IDENTIFICATOIRES DE LA PERSONNE QUI PRÉSENTE UN RISQUE |
|-----------------------------------------------------------------------|
| Nom (si connu) :                                                      |
| Renseignements supplémentaires (description) :                        |

| DESCRIPTION DES PRÉOCCUPATIONS EXPRIMÉES |
|------------------------------------------|
|                                          |

| MESURES DE PRÉVENTION MISES EN PLACE |
|--------------------------------------|
|                                      |

| STRATÉGIES DE SÉCURITÉ EN CAS DE RENCONTRE AVEC LA PERSONNE |                       |
|-------------------------------------------------------------|-----------------------|
| À FAIRE :                                                   | S'ABSTENIR DE FAIRE : |
|                                                             |                       |

Rempli par \_\_\_\_\_

Date \_\_\_\_\_  
(directeur d'école ou personne désignée)

Conserver dans un lieu centralisé et sécurisé.

- o a health and safety representative, or
- o a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is not trade union, by the workers to represent them.

**Is a worker paid while refusing to work?**

Per the [Guide to the OHSA](#):

The Ministry is of the view that the worker is at work during the first stage of a work refusal and is entitled to be paid at his or her appropriate rate.

A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable [subsection 43(13)].

**Can an employer discipline a worker for refusing to work?**

No. The employer is expressly prohibited from penalizing, dismissing, disciplining, suspending or threatening to do any of these things to a worker who has obeyed or sought enforcement of the OHSA [subsection 50(1)]. Please see Part VI of this guide – [Reprisals by the employer prohibited](#) – for more information.

## Annexe D

### MLITSD Workplace Violence Initiative – February 1 – March 31, 2023

#### Guide, glossary and abbreviations

**BOLD** - Deficiencies noted by the inspector or acknowledged by the Board (ER). Requires a follow up to ensure corrective action is taken.

“YES” – Inspector made an order or orders. Includes the section of the OHSA or Regulation.

“NO” – Inspector didn’t make an order.

“Boilerplate” – Inspector copied and pasted the same words on multiple reports; includes “Measures reviewed”

“Few Details” – Inspector didn’t include details to determine what measures and procedures were discussed during the visit.

BMS – Behaviour Management Systems

CDSB – Catholic District School Board

DSB – District School Board

ER – Employer/Board

FVR – Field Visit Report

JHSC – Joint Health and Safety Committee

MLITSD – Ministry of Labour, Immigration, Training and Skills Development

OT, OEA – occasional teachers or educational assistant

PA – Public address (intercom)

PPE – Personal protective equipment

RA – Risk Assessment

SERT – Student Emergency Response Plan

WV – Workplace Violence

WH – Workplace Harassment

NVCI – Non-violent Crisis intervention

| School Board & Site Visited  | Date   | Nature of Visit               | Orders issued/Report summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Notes / Possible follow up |
|------------------------------|--------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Algoma District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| Algoma DSB<br>(Robbins)      | Mar 22 | Workplace Violence Initiative | <p>YES – 32.0.1 (2) Posted policy was dated 2011. Employer ordered to review the policy.</p> <p><b>WV program in place with new reporting process. Staff still using old forms.</b> Not all incidents are reported. Employer maintains a database for WV training.</p> <p><b>Supervisors are not required to verify training.</b> Staff advised of risks related to WV. Folders maintained in classrooms. Workers expected to ensure information is available to occasional staff. Supervisors provide orientation to temp staff. Staff have received BMS training where required.</p> |                            |

|                                     |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-------------------------------------|--------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                     |        |                               | <p>PPE provided if needed. <b>Employer is investigating the use of PPE for risks of violence.</b></p> <p>Summoning of immediate assistance is through the PA system. Cell phones as backup and on field trips. RA last completed Sept 2022.</p> <p><b>No formalized transition plan addressed in the assessment</b></p>                                                                                                                                                                                                                                                                                                                                                              |  |
| Algoma DSB (Eastview)               | Mar 8  | Workplace Violence Initiative | <p>NO – Safety plans maintained in a binder in the office. Workers can view plans. <b>Availability of plans for temporary staff not clear and couldn't be located.</b></p> <p>Workers have training to deal with violence.</p> <p><b>Workplace uses an app to summon immediate assistance on their cell phones. Use of phones is not outlined in the violence program.</b></p> <p>RA completed in fall of 2022.</p>                                                                                                                                                                                                                                                                  |  |
| Algoma DSB (Riverview)              | Mar 2  | Workplace Violence Initiative | <p>NO – Safety plans in office don't match ones in the office or don't reflect what's happening. Inspector noted that there is no way to determine who has/hasn't taken specific training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Algoma DSB (Parkland)               | Feb 22 | Workplace Violence Initiative | <p>NO – Training reviewed <b>Workplace primarily uses cell phones to summon assistance.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Algoma DSB (Education Centre)       | Feb 1  | Workplace Violence Initiative | <p>NO – Employer will modify the violence program to reflect what is occurring in the workplace. Will share the changes with the Ministry.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Avon Maitland District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Avon Maitland DSB                   | Mar 6  | Workplace Violence Initiative | <p>NO – Initial visit - WV measures and program reviewed. JHSC receiving copies of RA, but inspector notes that workers should be engaged during the RA.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Bluelwater District School Board    |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Bluelwater DSB (Saugeen)            | Mar 29 | Workplace Violence Initiative | <p>NO</p> <p>WV training discussed, including reporting incidents and supervisor investigations.</p> <p>RAs conducted by site administration and JHSC.</p> <p>WV controls reviewed.</p> <p>Workers summon immediate assistance using emergency phone code. <b>One worker contacted unaware of code.</b> Straff carry two way radios. Personal phones used off site.</p> <p>Safety plans provided. Alert system for persons with a history of violence.</p>                                                                                                                                                                                                                           |  |
| Bluelwater DSB (Walkerton)          | Mar 23 | Workplace Violence Initiative | <p>YES 25 (2) (a) Workers had not received training on selection, fit, use and care of protective jackets.</p> <p>WV reporting and investigations discussed.</p> <p>RAs conducted annually and results provided to JHSC.</p> <p>WV controls reviewed.</p> <p>Emergency phone code used by workers with phones in all classrooms</p> <p>Two-way radios are required to be carried by EAs, Administration, Custodial and Office</p> <p>workers - workplace parties reported testing and training in place; ensure manufacturer's instructions are followed</p> <p>Information and instruction provided on WV program. Annual training, monthly meetings. EA and teachers have BMS.</p> |  |

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|                                                                |        |                               | Safety plans available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Bluewater DSB<br>(Peninsula<br>Shores)                         | Mar 22 | Workplace Violence Initiative | <p>YES – 25 (2) (a) Employer not able to demonstrate that workers have received training on summoning immediate assistance using Emergency phone.</p> <p>WV reporting and investigations discussed.</p> <p>RAs conducted annually and results provided to JHSC.</p> <p>WV controls reviewed.</p> <p>Emergency phone code used by workers with phones in all classrooms See order</p> <p>Two-way available, but voluntary</p> <p>workers - workplace parties reported testing and training in place; ensure manufacturer's instructions are followed</p> <p>Information and instruction provided on WV program. Annual training, monthly meetings. EA have BMS.</p> <p>Safety plans available.</p>                                                                                                                                                                            |  |
| Bluewater DSB<br>(Education<br>Centre)                         | Feb 14 | Workplace Violence Initiative | <p>YES – 32.0.3 (1) Employer has not conducted RA for itinerant workers.</p> <p>Discussed worker awareness with reporting and dealing with complaints. Employer providing JHSC with written notification.</p> <p>RAs conducted annually at every school. Template is being revised. Inspector mentioned importance of engaging workers in the RA. JHSC advised in results.</p> <p>RA to assess specific issues at each workplace. (nature, type, conditions)</p> <p>Workplace violence program controls reviewed.</p> <p>Summoning immediate assistance varies and includes testing.</p> <p>Training on WV program.</p> <p><b>Supervisors may need additional training, especially in the areas going to follow up on complaints. (respond to cases that may relate to sexual violence)</b></p> <p>Workers receive written alert for persons with a history of violence.</p> |  |
| Brant Haldimand Norfolk Catholic District School Board         |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Brant<br>Haldimand<br>Norfolk CDSB<br>(Sacred Heart,<br>Paris) | Mar 31 | Workplace Violence Initiative | <p>NO</p> <p>Elementary school employing 58 workers for approx. 569 students.</p> <p>-Six active Safety Plans, 4 of which are in place for students with a risk of aggressive behaviour</p> <p>-Notification of Risk Binder and Safety Plan Binder is available in the office</p> <p>-Safety Plan for student are accessible to EAs-office and classroom. Regular verbal communications amongst appropriate staff re issues</p> <p>-Experienced EAs would be switched to work with students with violent behaviour and occasional EA to class with lower risk</p> <p>-ER encourages all staff to report injuries, no matter how minor the injury. EAs and SERT also track incidents.</p> <p><b>-No safety plan in place for a aggressive student who has injured worker repeatedly</b></p>                                                                                   |  |

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|                                                      |        |                               | <ul style="list-style-type: none"><li>-Safety Plans are reviewed annually and when significant behaviour changes occur. Measure re transitions are in place and staff if aware.</li><li>-<b>PPE - safety plans do not adequately detail what PPE is required and whether it is mandatory. Equipment incl arm guards, but the workers can still be injured, if students bite</b></li><li>-Process in place for reporting workplace violence incidents and injuries sustained; nothing done with info provided; incidents may include a debrief, contact with parents, a review of Safety Plan, involving Spec Ed Resource Teacher</li><li>-Summon immediate help primarily by way of group texts, using intercom or call out to staff or students in the vicinity</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Brant<br>Haldimand<br>Norfolk CDSB<br>(St. Joseph's) | Mar 30 | Workplace Violence Initiative | <p>NO Elementary school with 72 workers, approx. 583 students</p> <ul style="list-style-type: none"><li>-Seven Active Safety Plans, 2 of which were in place re risk of aggressive behaviour</li><li>-Notification of Risk Binder available in the office</li><li>-Safety Plans for students are accessible to EAs in office and classroom. <b>Do not obtain copies due to inability to secure confidential docs.</b> Regular verbal communications among appropriate staff</li><li>-Occasional staff would not be assigned to these 2 students, experienced EA would be switched from another class and occasional work assigned to lower risk students</li><li>-Workers sign off on review of notice of risk and Safety Plan</li><li>-Admin and maintenance workers have been provided info should they encounter students with risk of violence</li><li>-Workers hired by the board complete on-boarding incl workplace violence policy and program and work refusal process. Policies are reviewed by staff throughout the year and on PD days. EAs have separate PD days from teachers.</li><li>-<b>Workers not able to explain work refusal process, cannot recall last review. To be addressed at Board level</b></li><li>-EA working with aggressive/violent behaviour are trained in Non-Violent Crisis intervention has also received further retraining</li><li>-ER encourages all incidents of aggression where a worker has been injured be reported no matter how minor. A debriefing takes place on all incidents to ensure worker is okay, determine cause and prevention.</li><li>-Safety plans are reviewed annually and when there are significant changes. Include assessing risks in classrooms and during transition. All appropriate staff are aware of procedures. Items are secured where there is a risk it may be thrown at a person.</li></ul> |

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|                                                     |                               |        | <ul style="list-style-type: none"><li>-PPE detail not adequate in Safety Plan to facilitate staff shortages, switching staff, bringing supply teachers and EAs occur frequently. Questions asked labour removal of PPE from safety plan-done through reassessment process.</li><li>-There is a process to report incidents of workplace violence and injuries sustained. Includes investigation/debriefing and corrective actions. Separate but similar to injury reporting process. May contact parents, review may involve resources such as Spec Ed resource teachers, C&amp;Y workers, Occ therapists, etc.</li><li>-Summoning immediate help include use of walkie-talkies, intercom, or cell phone</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                     |                               |        | NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                     | Workplace Violence Initiative |        | <ul style="list-style-type: none"><li>-Elementary school with 25 workers, approx. 340 students</li><li>-Two active Safety Plans related to risk of violence</li><li>-Calming areas in the kitchen and a change room</li><li>-Notification of Risk binders available in the office</li><li>-Workers with either of the 2 students have been provided with a copy of the Safety Plan; sign off sheet to be in place</li><li>-Occasional EAs not assigned to these students, rather an experienced EA would be switched from another class and occasional EA assigned to lower risk class</li><li>-Workers must complete on-boarding includes workplace violence policy and program and work refusal process.</li><li>-Review by staff throughout the year and on PD days. EAs have own PD days separate from teachers.</li><li><b>-Workers not able to explain work refusal process/recall review of process</b></li><li>-EAs working with students who may exhibit aggressive/violent behaviour are trained in Non-violent crisis intervention</li><li>-All incidents of aggression no matter how minor should be reported. A debriefing takes place to ensure worker is okay and determine causes and prevention.</li><li><b>-Casual workers do not receive same training as other staff, yet may be performing same work</b></li><li>-Safety Plans are reviewed annually and when specific changes occur; includes risks in classrooms and during transitions</li><li>-PPE: currently Kevlar jackets with armed guards are mandatory and hats are optional, soon enough to be mandatory. PPE requirement not currently in safety plan but were added at time of visit. Some workers don't feel the need for PPE. PPE is accessible.</li><li>-Incident Reporting: there is a process, includes investigations, corrective actions. Separate but similar to injury reporting process. Info is provided to JHSC. Review at JHSC meeting. May include a debrief, contact with parents, review of safety plan, use of resources such as Spec Ed resource teacher, C&amp;Y workers, occ therapists.</li></ul> |
| Brant<br>Haldimand<br>Norfolk CSDB<br>(St. Patrick) |                               | Mar 29 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                              |        |                               | <p><b>-Summoning immediate help including use of walkie-talkies, intercom or cell phone. Not always a person at the other end of the walkie-talkie</b></p> <p>YES - 32.0.3 (1) RA outdated. Employer to assess the risks of workplace violence in the classroom of the student discussed at the time of visit...to determine what measures could be implemented to prevent or minimize the use of objects as weapons.</p> <p>-Two active Safety Plans related to risk of violence</p> <p>-Risk Binder in the office</p> <p>-Workers with the 2 students have been provided with a copy of the Safety Plan; however other workers were not provided with most recent copies of safety plans until day of MLITSD visit; info is passed on verbally</p> <p>-Occasional EAs not assigned to students, rather an experienced EA switched out from another class and occasional EA to lower risk students</p> <p>-All workers when hired much complete "on-boarding". EAs have their own PD days separate from teacher.</p> <p><b>-Workers not able to explain work refusal process or last review</b></p> <p>-EAs are trained in Non-Violent Crisis Intervention, those working with students who exhibit aggressive/violent behaviour</p> <p>-Incidents of violence are being reported but does not get debrief and nothing done to better protect workers</p> <p>-Safety plans are reviewed annually; incidents involving weapons have not been reported as weapons. No risk assessment conducted. Order issued.</p> <p>-PPE some PPE triggers student to become more violent; no adequate measures are in place to protect workers; workers injured.</p> <p>-Reporting incident of workplace violence and injuries has a process. Info reviewed by JHSC.</p> <p>-Summon immediate help by yelling; always someone close by who hear</p> |  |  |
| <p>Brant<br/>Haldimand<br/>Norfolk CDSB<br/>(Clairvaux)</p>  | Mar 27 | Workplace Violence Initiative | <p>NO</p> <p>-Currently 2 Active Be Safe Plans in place with one student accounting for 99 per cent of violence related incidents</p> <p>-School chosen by JHSC to ensure measures and procedure are in place for the transitioning of students from elementary to secondary schools</p> <p>-Student with risk of violence is in a self-contained class with 2 EAs. Total of 4 EAs work with students 2-AM and 2-PM.</p> <p>-Safety Plan book is in the office and classroom. EAs meeting in the AM prior to start of class to discuss objective/activities for the day. incidents that may have occurred day prior, observations with respect to behaviour etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
| <p>Brant<br/>Haldimand<br/>Norfolk CDSB<br/>(Assumption)</p> | Mar 22 | Workplace Violence Initiative |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |

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|                                                   |       | <ul style="list-style-type: none"> <li>-Ability to move EAs switch occasional EAs to low-risk students and place regular EAs with high-risk students</li> <li>-Refresher training is provided for workplace violence and harassment policy and program, often on P.A. days. same as work refusal</li> <li>-Safety Plans are regularly reviewed and updated as needed; incidents that are aggressive/violent in nature are re-assessed</li> <li>-<b>PPE is part of the Safety Plan and is readily accessible to workers. Discussed what is mandatory, optional and prohibited; if shin guards are to be used, should be clearly indicated in the Safety Plan</b></li> <li>-Transitioning from elementary to secondary school re students with aggressive behaviour</li> <li>-WV has reporting process which includes investigations and corrective actions and injury/incident reporting process. Includes brief contact with parents, a review, other resources such as Cognitive Behaviour, Lead EAs, doctors, etc.</li> <li>-Able to summon immediate assistance in many ways including P.A. system, cell phone, walkie-talkies.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Catholic District School Board of Eastern Ontario |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| CDSB Eastern Ontario (Notre Dame)                 | Mar 3 | Workplace Violence Initiative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>NO</p> <ul style="list-style-type: none"> <li>-All staff members complete regular online training that includes WV related information and instruction</li> <li>-Postings required under the OHSA were available and posted in staff room/office area. These postings included WV policy.</li> <li>-PPE for protecting workers is not required at his workplace, however various PPE options are available at the Board Office should need arise. ER reminded that specific training would be required should PPE be implemented as a measure.</li> <li>-Notification risk of WV document for a student with potential violent tendencies was reviewed. The plan identified specific risks and measures for controlling violence.</li> <li>-All staff members including occasional staff are required to review and sign safety plan. ER reminded that measures and procedures identified in safety plan are made in collaboration with the workplace parties and is updated as circumstances change.</li> <li>-ER completed WV risk assessment in Nov 2022. Re-assessments are required to be completed as circumstances at the workplace change or new risks are identified.</li> <li>-Phones are available in classrooms and two (2) staff members are tasked with yard duty responsibilities</li> </ul> |

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|                                                    |        |                                           | <p>-Relationship with Police (OPP) is welcomed, benefits school safety-patrol schools</p> <p>-Step 1 and Step 2 of work refusal was discussed</p> <p>NO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |  |
| CDSB of Eastern Ontario (St. Joseph's)             | Feb 14 | Workplace Violence Initiative             | <p>-Reviewed training records for workers who have completed e-modules that have been assigned by the Board.</p> <p>-New staff must complete a New Hire Package before working. Site staff are informed that workers have completed the training. Training is also covered at staff meetings.</p> <p><b>-Access to records of training are not always maintained on site</b></p> <p><b>-A new training system is being reviewed to assist in removing current gaps in training management that may be in place in the fall of 2023</b></p> <p><b>-No Active system in place to notify when training is complete or incomplete in a time-based fashion</b></p> <p>-Use of PPE was discussed</p> <p>-Use of personal phones as a mean of communications when mutually agreed upon as a mean to summoning immediate assistance</p> <p>-Completed both a site risk assessment and has measures in place to complete individual safety plans. Reminded that any changes workers need to be retrained on any updates/changes.</p> <p>-Workers have had training on work refusal process</p> |         |  |
| Conseil scolaire public du Grand Nord de l'Ontario |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |  |
| CSP Grand Nord O (Jean Ethier Blais)               | Feb 24 | Workplace Violence Initiative – Follow up | <p>YES 32.0.3 (4) Inspector observed WV and response. Teacher struck but did not restrain because students would be entering the hallway soon. Ordered a reassessment based on what she witnessed.</p> <p>Employer reminded to conduct a reassessment as often as necessary to protect workers.</p> <p><b>NO – Workplace parties indicated that workers are instructed not to report. Process ought to clarify after reassessment.</b></p> <p><b>NO- workers not aware of PPE and how to access it.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ongoing |  |

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| CSP Grand-Nord O (Macdonald Cartier)               | Feb 24 | Workplace Violence Initiative – Follow up | YES – 32.0.3. (4) Employer ordered to reassess the risks given workers not familiar with the program.<br><b>NO – Workers not provided PPE training and where to access. Workers not receiving training on new students.</b><br><b>Lack of response noted when workers report incidents. Employer reminded of s. 52.</b><br>Safety plans are living documents.<br>Mental health concerns noted. | Ongoing                   |
| Conseil des écoles publiques de l'Est de l'Ontario |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |                           |
| CEP Est de l'Ontario (L'Héritage)                  | Mar 2  | Workplace Violence Initiative             | NO – WV measures reviewed                                                                                                                                                                                                                                                                                                                                                                      |                           |
| Conseil Scolaire Catholique MonAvenir              |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |                           |
| CSC MonAvenir (Ste-Marguerite d'Youville)          | Feb 24 | Workplace Violence Initiative             | NO – few details                                                                                                                                                                                                                                                                                                                                                                               |                           |
| CSC MonAvenir (Sainte-Madeleine)                   | Feb 24 | Workplace Violence Initiative             | NO – few details                                                                                                                                                                                                                                                                                                                                                                               |                           |
| CSC MonAvenir (Siège Social)                       | Jan 31 | Workplace Violence Initiative             | NO – Initial visit                                                                                                                                                                                                                                                                                                                                                                             |                           |
| Conseil Scolaire Catholique Providence             |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |                           |
| CSC Providence (St Jean Baptiste)                  | Mar 7  | Workplace Violence Initiative             | NO – measures reviewed                                                                                                                                                                                                                                                                                                                                                                         | Few details               |
| District School Board of Niagara                   |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                |                           |
| DSBN (Oakwood)                                     | Mar 9  | Workplace Violence Initiative             | NO – Inspector discussed different WV scenarios to assess staff members understanding of their roles.                                                                                                                                                                                                                                                                                          | Inspector went off script |
| DSNB (West Niagara)                                | Mar 1  | Workplace Violence Initiative             | NO DETAILS                                                                                                                                                                                                                                                                                                                                                                                     | NO DETAILS                |
| District SB of Niagara                             | Feb 15 | Workplace Violence Initiative             | NO – inspector ran through nonsense scenarios                                                                                                                                                                                                                                                                                                                                                  |                           |

| Dufferin-Peel District School Board   |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Dufferin-Peel DSB (Notre Dame)        | Feb 28 | Workplace Violence Initiative | <p>NO</p> <ul style="list-style-type: none"> <li>-Elementary school employing 58 workers for approx. 569 students</li> <li>-Six active Safety Plans, 4 of which are in place for students with a risk of aggressive behaviour</li> <li>-Chosen by the Board JHSC for a proactive visit</li> <li>-Three EAs were interviewed</li> <li>-Notification of Risk Binder and Safety Plan Binder is available in the office</li> <li>-Safety Plan for student are accessible to EAs-office and classroom. Regular verbal communications amongst appropriate staff re issues</li> <li>-Experienced EAs would be switched to work with students with violent behaviour and occasional EA to class with lower risk</li> <li>-ER encourages all staff to report injuries, no matter how minor the injury. EAs and SERT also track incidents.</li> <li>-<b>No safety plan in place for an aggressive student who has injured worker repeatedly.</b></li> </ul> |
|                                       |        |                               | <ul style="list-style-type: none"> <li>-Safety Plans are reviewed annually and when significant behaviour changes occur. Measure re transitions are in place and staff if aware.</li> <li>-<b>PPE - safety plans do not adequately detail what PPE is required and whether it is mandatory. Equipment incl arm guards, but the workers can still be injured, if students bite</b></li> <li>-Process in place for reporting workplace violence incidents and injuries sustained; nothing done with info provided; incidents may include a debrief, contact with parents, a review of Safety Plan, involving Spec Ed Resource Teacher.</li> <li><b>Summon immediate help primarily by way of group texts, using intercom or call out to staff or students in the vicinity"</b></li> </ul>                                                                                                                                                           |
| Durham Catholic District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Durham Catholic DSB (Notre Dame)      | Mar 8  | Workplace Violence Initiative | <p>NO – RA and safety plans in place. Physical copies available to OTs and EAs.<br/>Measure in place for non-routine activities.<br/>PPE available and training provided.<br/>Summoning assistance – 2-way radios and PA system.<br/>Employer investigating plan where worker doesn't have a radio or phone.<br/>Online reporting tool. Flowchart for work refusals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Durham Catholic DSB (Seton)           | Mar 7  | Workplace Violence Initiative | <p>NO – RA conducted annually; safety plans are accessible. 90% incidents involve K students.<br/>PPE available, employer reminded to provide training.<br/>Summoning immediate assistance – PA system, and personal cell phones. 2 way radio were PA system and phones not readily available.<br/>Employer encouraged to reassess the continued practice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                       |        |                               | OECTA may file a grievance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| Durham Catholic DSB (Dwyer)           | Mar 2  | Workplace Violence Initiative | NO – Measures and training review. Summoning immediate assistance = walkie talkies, public address, cell phones. Employer to provide cell phones to off site workers and those working alone afterhours. RA from Sept. 2022                                                                                                                                                                                                                                                                                      |  |
| Durham Catholic DSB (Msgr Pereyma)    | Feb 22 | Workplace Violence Initiative | NO – 101 documented incidents this year. None of these reports triggered an RA. <b>Employer reminded to reassess as often as necessary.</b><br><b>Board wide assessment not conducted since 2018. New RA will be conducted next month. Site specific conducted annually.</b><br>Gaps identified related to summoning immediate assistance.<br>Gaps identified to ensure OTs access risk information.<br><b>Not all workers receiving risk notices.</b><br><b>IEPs not arriving before new student transfers.</b> |  |
| Durham (Public) District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Durham Public DSB (Broughton)         | Mar 31 | Workplace Violence Initiative | NO – Workers not involved in debriefing. Safety plans include photo of student, triggers. Hardcopies in office and available in classrooms. Workers sign off on plans. <b>Plans not shared with bus drivers who transport at risk students.</b><br><b>PPE in place for a classroom, but full-time worker hasn't received training and instruction Issue raised to the lack of PPE for occasional staff.</b>                                                                                                      |  |
| Durham Public DSB (Maxwell Heights)   | Mar 28 | Workplace Violence Initiative | NO – 32 incidents documented since Sep 2022. WV measures reviewed. Safety plans include photo of student, triggers. Hardcopies in office and available in classrooms. Workers sign off on plans. RA last completed in Sep 2022.                                                                                                                                                                                                                                                                                  |  |
| Durham Public DSB (Orr)               | Mar 22 | Workplace Violence Initiative | NO – 44 incidents since Sep 2022. Measures reviewed. Safety plans in place and reviewed by staff. <b>Employer reminded to ensure occasional staff are provide safety plans. PPE available. Employer reminded to provide information and instruction on the care and use of PPE.</b> RA completed in Oct 2022.                                                                                                                                                                                                    |  |
| Durham Public DSB (Richardson)        | Mar 21 | Workplace Violence Initiative | NO – Safety plans available to workers in several locations. Occasional staff expect to review plans in the main office prior to entry of classroom. Staff advised of changes. PPE provided and accessible as required. 2-way radios provided for staff in classrooms with a student with a plan. PA system for other classrooms. RA last completed in Sep 2022                                                                                                                                                  |  |
| Durham Public DSB (Dunbarton)         | Mar 2  | Workplace Violence Initiative | NO - 81 incident documented; employer reminded that to reassess as often as necessary. WV measures, PPE, safety plan review process, summoning assistance and reporting discussed, Employer reminded of 25 (2) (a) and supervisor under 27 (2) (a) to advise workers of the hazards which are potential danger to H&S.                                                                                                                                                                                           |  |

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| Durham Public DSB (Southwood)       | Mar 1  | Workplace Violence Initiative                                                                           | NO – Measures reviewed, Program is from 2019. Means of summoning assistance and BSPs reviewed. Training on BSPs. RA from 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Durham Public DSB (Stephenson)      | Feb 28 | Workplace Violence Initiative                                                                           | NO – Safety plans maintained and provided, summoning immediate assistance discussed, reporting. RA conducted in Oct 2022.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Durham Public DSB (Queen Elizabeth) | Feb 22 | Complaint/Workplace Violence Initiative<br>Supervisor failed to initiate a lockdown or hold and secure. | NO – Employer explained threat emergencies and provided inspector with a copy of the procedure. Workers provided information on the procedure. Drills conducted.<br><br>NO – RA and BSPs updated and provided to workers. PPE provided. PPE and means summoning immediate assistance reviewed. Employer reminded of their duties under s. 52. RA conducted at least annually.                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Durham Public DSB (Valley View)     | Feb 21 | Workplace Violence Initiative                                                                           | NO – RA conducted annually or after violent incident. Employer says 90% of incidents involve K students. PPE provided. 2-way radios are available and required to use. Employer reminded to provide notices under section 52.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Grand Erie District School Board    |        |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Grand Erie DSB (Elgin Avenue)       | Mar 31 | Workplace Violence Initiative                                                                           | NO – Workplace has 8 safety plans. A significant portion of WV injury reports from two JK/SK students. Recent intervention strategies implemented. Additional measures may be needed for recess/lunch.<br>Safety plans contained in an office binder. Additional binder for OT and OEAs. Paper copies available in classrooms. RA last completed Nov. 4, 2022. Safety plans regularly reviewed.<br>No PPE required, although processes exist for training and when to don equipment.<br>WV reporting process exists. JHSC provided reports. Staff may be involved following incidents.<br>Multiple means of communicating assistance – <b>draft program going through final approvals.</b>                                                                                                                   |  |
| Grand Erie DSB (Mitchener)          | Mar 29 | Workplace Violence Initiative                                                                           | Supply teachers provided binder with safety plans and emergency procedures. Binder copies in the office and classroom. Staff provided copies of plans for students with a history of violent behaviour.<br>WV program training and refreshers provided. All workers who work with students have BMS training. All workers complete online training on identifying escalating behaviours, disengagement, de-escalation.<br>RA last completed in December 2022.<br>Safety plans updated as needed.<br>PPE discussed. Available and training provided. PPE that can trigger students is addressed in safety plans.<br>Reporting in place with debriefing.<br>Summoning assistance by PA and cell phones. <b>A draft procedures has been created for summoning assistance and going through final approvals.</b> |  |

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| Grand Erie DSB<br>(Prince Charles) | Mar 24 | Workplace Violence Initiative – Follow up from Mar 23 | <p>YES – 25 (2) (a) – No documentation exists to support that workers working with violent students have reviewed the safety plan. <b>Employer agrees to have a sign off for occasional staff after reviewing the safety plan.</b></p> <p>YES – 25 (2) (a) – Not all affected staff have received training on safety plans. Due April 2023</p> <p>YES – 32.0.3 (4) – Reassess the risk specific to autism SD classroom considering layout and environmental factors.</p> <p>YES – 32.0.3 (1) – Assess the risks from throwing hazards in K class.</p> <p>YES – 25 (2) (h) – Inspector observed child biting through arm guard. Better PPE required.</p> <p>YES – 25 (2) (h) – Employer to provide PPE to workers to prevent scratching.</p> <p>YES – 25 (2) (h) – Employer to provide PPE to protect workers from being struck with a tablet.</p> <p>5 of 6 safety plans for students in autism class. Safety plans contained in an office binder.</p> <p>RA last completed in Jan 2023. <b>Sensory room is not part of the assessment.</b></p> <p>Investigations and debrief taking place. JHSC reviews incidents and assessments. Multiple means of communicating assistance.</p> <p>Inspector recommends specific review of safety plans to ensure process/equipment are followed. Inspector encourages employer to involve EAs in the review.</p> | 7 orders |  |
| Grand Erie DSB<br>(Reid)           | Mar 21 | Workplace Violence Initiative                         | <p>NO</p> <p>2 students account for 50% of incidents. Safety plans contained in an office binder. Additional binder for OT and OEAs. Paper copies available.</p> <p>Training and annual refreshers, includes work refusal process. BMS, de-escalation, dis-engagement, etc. RA completed in Sept 2022. <b>Employer agrees to ensure all affected workers have taken BMS.</b></p> <p>Investigation and debrief process in place and JHSC discusses the incidents.</p> <p><b>Employer agrees to review injury/incident reports to ensure PPE needed minimize injury is identified and available.</b></p> <p>Multiple means of communicating assistance – <b>draft program going through final approvals.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |  |

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| Grand Erie DSB<br>(Hodge)       | Mar 7 | Workplace Violence Initiative | <p>NO – 6 safety plans at school – one self contained intensive ASD classroom with 5 students and 1 teacher/4 EAs. Supply teachers provided binder with safety plans and emergency procedures. Binder copies in the office and classroom. Staff provided copies of plans for students with a history of violent behaviour.</p> <p>WV program training and refreshers provided. All workers who work with students have BMS training. All workers complete online training on identifying escalating behaviours, disengagement, de-escalation.</p> <p>RA last completed on Jan 16, 2023. Safety plans reviewed as needed. Employer agreed to ensure that the placement of a student with a safety plan is captured within the RA.</p> <p><b>Employer agreed to ensure safety plans include risks from students who throw objects.</b></p> <p>PPE provided. Employer advised to ensure PPE for a specific ASD student in clear and consistent. Employer encouraged to ensure workers can provide feedback on PPE (fit, use, care limitations).</p> <p>Reporting process in place, with opportunities for debrief.</p> <p>Summoning immediate assistance includes 2-way radios, pa system, Draft procedures for summoning assistance and going through final approvals.</p> |                   |
| Grand Erie DSB<br>(Hagersville) | Mar 7 | Workplace Violence Initiative | <p>NO - Workplace has 12 safety plans for aggressive behaviours, 1 student accounting for 50% of incidents. Behaviour mod strategy has reduced incidents. Paper copies of plans accessible.</p> <p>Safety plans available to OTs and OEAs.</p> <p>Training on programs with annual refreshers.</p> <p>Employer to follow up on any outstanding BMS training.</p> <p>RA conducted annually.</p> <p>PPE available, employer encouraged to get feedback on the fit, use, limitations, and care of PPE.</p> <p>JHSC receiving reports.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |
|                                 |       |                               | <p>Ability to summon assistance – pa system, 2 way and a cell phone. Policy in draft.</p> <p>Delays noted in OSR transitions. Employer encouraged to review new student registering to identify needs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Grand Erie DSB<br>(Cayuga)      | Mar 1 | Workplace Violence Initiative | <p>NO – Workplace selected by the parties for inspection. 4-6 students responsible for 95% of incidents. Workplace has several self-contained rooms affecting 50 students and 23 workers. 10 students with safety plans. OTs provided information before beginning assignments. Paper copies available in classrooms.</p> <p>Employer following up on workers who have taken annual training. BMS scheduled for April 2023.RA from Dec 2022, workplace parties noted no outstanding or in process control implementations. Plans regularly updated.</p> <p>PPE available and training exist.</p> <p>Multiple means of summoning assistance – PA, phones, personal alarms, doorbell. Means are tested regularly.</p> <p>Employer agreed to ensure written protocols are developed for the use of personal alarms and doorbells.</p> <p>Employer agreed to update safety plan for one student on when to call Police.</p>                                                                                                                                                                                                                                                                                                                                                  | High needs school |

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| Grand Erie DSB<br>(Confederation)             | Feb 24 | Workplace Violence Initiative | NO<br>10 safety plans. Measures reviewed include – security, Safety plans contained in a binder and are accessible to staff. Workers have access to safety plans in One Note. Paper copies in classrooms.<br>Administration reviews plans with occasional staff. Training and annual refreshers, includes work refusal process. BMS, de-escalation, dis-engagement, etc.<br>RA completed in Sept 2022. <b>Employer agrees to ensure all affected workers have taken BMS.</b><br>RA last completed in Jan 2023. Multiple means of communicating assistance. PPE provided. |                                         |
| Grand Erie DSB<br>(Education Centre)          | Feb 21 | Workplace Violence Initiative | NO- initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |
| Greater Essex District School Board           |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
| Greater Essex<br>DSB (Southwood)              | Mar 31 | Workplace Violence Initiative | NO – Employer has a policy and program. RA completed (No date). No student safety plans in place. Staff provided RTR information during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                             |
| Greater Essex<br>DSB (Davis)                  | Mar 30 | Workplace Violence Initiative | NO – Employer has a policy and program. RA completed (No date). No student safety plans in place. Staff provided RTR information during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                             |
| Greater Essex<br>DSB (Roseville Garden Drive) | Mar 30 | Workplace Violence Initiative | NO – Employer has a policy and program. RA completed (No date). No student safety plans in place. Staff provided RTR information during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                             |
| Greater Essex<br>DSB (Belle River)            | Mar 8  | Workplace Violence Initiative | NO – Employer has a policy and program. RA completed (No date). No student safety plans in place. Staff provided RTR information during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                             |
| Greater Essex<br>DSB (North Star)             | Mar 7  | Workplace Violence Initiative | NO – Employer has a policy and program. RA completed (No date). No student safety plans in place. Staff provided RTR information during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                             |
| Greater Essex<br>DSB (Forest Glade)           | Mar 3  | Workplace Violence Initiative | NO – Employer has a policy and program. RA completed (No date). No student safety plans in place. Staff provided RTR information during orientation.                                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                             |
| Greater Essex<br>(Kingsville PS)              | Feb 24 | Workplace Violence Initiative | NO – Employer has program and BMS training provided to staff. RA completed (no date). Two-way radios, intercom and phones used to summon immediate assistance. Safety plans developed and available to permanent and occasional staff.                                                                                                                                                                                                                                                                                                                                   | Word for word from Kingsville HS Feb 24 |
| Greater Essex<br>DSB (Jack Miner)             | Feb 24 | Workplace Violence Initiative | NO - Measures reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |
| Greater Essex<br>DSB (Kingsville HS)          | Feb 24 | Workplace Violence Initiative | NO – Employer has program and BMS training provided to staff. RA completed (no date). Two-way radios, intercom and phones used to summon immediate assistance. Safety plans developed and available to permanent and occasional staff.                                                                                                                                                                                                                                                                                                                                   |                                         |
| Greater Essex<br>DSB (Sandwich West)          | Feb 23 | Workplace Violence Initiative | NO – WV measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Boilerplate                             |

| Halton District School Board                                   |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Halton DSB<br>(Boyne)                                          | Mar 1  | Workplace Violence Initiative | <p>NO – Training reviewed, includes refreshers on contents of the WV policy/program, behaviour management, etc. Training records maintained.</p> <p>Safety plans available to staff including occasional. Copies maintained at the office, in classroom and electronically. Occasional staff briefed on specific measures before beginning assignment.</p> <p>PPE provided and includes training.</p> <p>Means of summoning assistance includes 2way radios and PA system. Should include daily function tests.</p> <p>RA last completed in December 2022.</p> <p><b>WV policy last reviewed in Nov 2021. Expected finalization of review in April 2023.</b></p>                                                                                                                                                                                                                              |
| Hamilton Wentworth Catholic District School Board              |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Hamilton Wentworth Catholic DSB<br>(Ste Marguerite d'Youville) | Mar 2  | Workplace Violence Initiative | <p>NO -</p> <ul style="list-style-type: none"> <li>-ER reminded that the workplace violence policy is to be reviewed at least annually</li> <li>-WV reassessment was completed Nov 14, 2022. Eight (8) safety plans are in place; currently being reviewed/updated.</li> <li>-Provision of information, instruction, and supervision including for occasional workers. Workers received information and instruction on the ER WV Policy/Program at the time of hire through the School Board HR Service online modules.</li> <li>-EAs, SERT, DECEs, and Principal are provided BMS training (theory and physical). EAs allocated practice time.</li> <li>-Safety Plans are available for review</li> </ul>                                                                                                                                                                                    |
|                                                                |        |                               | <ul style="list-style-type: none"> <li>-Occasional workers are briefed on site specific measures and procedures at the beginning of the work assignment</li> <li><b>-ER stated PPE used is by arm guards (Kevlar sleeves). Committed to providing information and instruction on use. Will provide to inspector once completed.</b></li> <li>-EAs and SERT use walkie-talkie radios to summon immediate assistance. Teachers use P.A. located in classroom.</li> <li>-Discussed fire drills, lockdowns, school assemblies, field trips</li> <li>-ER requires workers use the Parklane reporting system for physical injuries and SSIR to formally report workplace violence. ER rep reviews incidents after they are reported, and reviews/updates Safety Plans as needed.</li> <li>-Information and instruction on filling out reports was provided by ER at the Sept 2022 PD Day</li> </ul> |
| Hamilton Wentworth (Public) District School Board              |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Hamilton DSB<br>(Lincoln Heights)                              | Mar 10 | Workplace Violence Initiative | <p>NO - Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Hamilton Wentworth DSB<br>(Laurelwood)                         | Mar 10 | Workplace Violence Initiative | <p>NO – Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| Hamilton<br>Wentworth DSB<br>(Ziegler)         | Mar 10 | Workplace Violence Initiative | NO - Risk notification policy in effect. OHS awareness training online with annual refreshers. <b>RAs conducted every three years.</b>                                                                                                                                                                                                                                                                                                                               |             |
| Hamilton<br>Wentworth DSB<br>(Staebler)        | Mar 10 | Workplace Violence Initiative | NO - Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b>                                                                                                                                                                                                                                                                                                                                                              |             |
| Hamilton<br>Wentworth DSB<br>(Vista Hills)     | Mar 9  | Workplace Violence Initiative | NO – Risk notification policy in effect. <b>Employer acknowledged that front doors don't always lock.</b> OHS awareness training online with annual refreshers. <b>RAs conducted every three years.</b>                                                                                                                                                                                                                                                              |             |
| Hamilton<br>Wentworth DSB<br>(Johnston)        | Mar 8  | Workplace Violence Initiative | NO - Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b>                                                                                                                                                                                                                                                                                                                                                              |             |
| Hamilton<br>Wentworth DSB<br>(Laurel Heights)  | Mar 8  | Workplace Violence Initiative | NO – Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years. Inspector noted that 4 jars in the auto shop room were not properly labelled (WHMIS).</b>                                                                                                                                                                                                                                                                        |             |
| Hamilton<br>Wentworth DSB<br>(Northlake Woods) | Mar 7  | Workplace Violence Initiative | NO - NO – Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b> Board has a policy for managing student behaviours.                                                                                                                                                                                                                                                                                                     |             |
| Hamilton<br>Wentworth DSB<br>(Henderson)       | Mar 7  | Workplace Violence Initiative | YES – 32.0.3 (4) Not all workers wearing required PPE. Workers unclear of their requirements. Interim measures implemented. Training discussed, no issues. Workers assigned based on level of training. Occasional staff provided safety plans. <b>PPE accessible and workers trained, but safety plans don't mention PPE.</b> Summoning Assistance – 2-way, PA system. Employer committed to implement a process to test radios. RA – Nov. 2022, includes off site. | Follow up   |
| Hamilton<br>Wentworth DSB<br>(Wever)           | Feb 28 | Workplace Violence Initiative | YES – 32.0.3 (4) RA and safety plans didn't reflect PPE requirements.<br>YES – 25 (2) (a) workers observed without PPE (foam arm bands)<br>Training and use of PPE reviewed.                                                                                                                                                                                                                                                                                         |             |
| Hamilton<br>Wentworth<br>(Glenwood)            | Feb 14 | Workplace Violence Initiative | NO – no details                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Boilerplate |
| Hamilton<br>Wentworth DSB                      | Feb 3  | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |

| Huron Superior Catholic District School Board     |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Huron Superior<br>CDSB (St. Basil<br>White River) | Mar 27 | Workplace Violence Initiative | <p>NO</p> <p>-ER has workplace violence policy and program. Ensure workers are trained through mandatory online training. Tracks completion of training by all workers. Training provided on specific violent risks. Periodic updates given as required. All workers are aware of specific scenarios the ER has identified. Binders are kept with specific info related to risk of violence. Available for all workers. Binders updated by supervisors. New hires, temporary staff given info on violence risks. Some workers have received additional specialized training (BMS training), identified by ER. Training was done in person. Tries to minimize outside workers during the school day. Discuss prior to arrival. Binder specifically for outside workers. Investigations are completed by supervisors; discussions occurred to determine possible solutions. Was able to demonstrate how violence incidents are investigated.</p> <p>-Workers who have been identified to wear PPE have been given instructions. ER has small supply of PPE on site in case of ill be damage/defective PPE. ER avoids use of temp workers assigned to PPE required areas. Would train if required. ER will be looking at ways of communicating to workers the care instructions for PPE. ER uses a document address to workers to wear PPE if required. Discussion about when workers shall wear, when it is difficult to wear (e.g., outside under coats). Will investigate limited scenarios. Supervisor enforces use of PPE by workers if required.</p> <p>-Workplace uses internal phone system to summon immediate assistance. Phones can all main office/911. Also has PA system.</p> <p>-ER has a "working alone" policy. After hours can use the phone system to contact 911 if required</p> <p>-Completed RA in Spring 2022. Results shared with JHSC. ER aware to manage the potential for domestic violence if it is identified by a worker.</p> <p>-ER has developed some processes to minimize potential of violence during transitions. Workers know these strategies.</p> |

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| Huron Superior<br>CDSB (St.<br>Mary's)  | Mar 23 | Workplace Violence Initiative | <p>NO</p> <p>-ER has workplace violence policy and program. Ensure workers are trained through mandatory online training. Tracks completion of training by all workers. Training provided on specific violent risks. Periodic updates given as required. Binders updated by supervisors. Sign off sheets are provided in the binder to verify workers have reviewed it. Some workers have received additional specialized training (BMS training). Discussion occurred as to who are not training and work with workers who require specific training. Concerns expressed about information/instruction/supervision. Investigations are completed by supervisors; uses online system to report/track them. Report back to workers. Supervisors regularly monitor for violence in higher risk areas.</p> <p>-No workers are issued PPE due to no hazards identified that requires it. Does not keep inventory. Supervisors are aware PPE need to be issued to individually to workers. If issued, training is provided. Investigations would have regard for PPE if risk cannot be managed through another control.</p> <p>-Workplace has internal phone system to summon immediate assistance. Can call main office or 911. Also has a PA system. ER working to ensure it covers all areas.</p> <p>-ER has a "working alone" policy. After hours can use phone system to call 911 if required. Can use personal cell phone when off site (field trip). Workers provided contact information for the workplace and the supervisors.</p> <p>-RA completed in spring 2022. Results shared with JHSC.</p> <p><b>-ER identified areas of potential violence within the workplace. Those areas have access to separate exists and assigned common areas (e.g., eating areas, washrooms)</b></p> |  |
| Huron Superior<br>CSDB (Holy<br>Family) | Mar 20 | Workplace Violence Initiative | <p>NO</p> <p>ER has workplace violence policy and program. Workers are trained through mandatory online training. ER tracking completion. Training provided on specific violent risks. Periodic updates given as required. Binders are kept with specific info related to risk of violence. Binders updated by supervisors. New hires, temporary staff given info on violence risks. Temp staff review info. Binders arranged by grade level. Some workers have received additional specialized training (BMS training). A discussion occurred to ensure workers exposed to hazard are provided with same level of training. Specific binders for outside workers</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|                                             |       |                               | <p>ER used online system to report/track investigations of workplace violence. Reports back to workers. If any action is required, discussion occurred to determine possible solutions.</p> <p><b>-Certain workers have been identified as requiring PPE, based on hazard risk assessment. Been given instructions of use. no supply of PPE on site. ER will evaluate if additional PPE is required in case of regular temp workers. Aim to use regular workers to cover higher risk areas instead of temporary workers.</b></p> <p>-ER uses internal phone system to summon immediate assistance. They can call main office or 911. Also has PA system. In process to secure two-way radios</p> <p>-ER has a "working alone" policy, when working after house can use the phone system to contact 911 if required</p> <p>-Workers can use personal cell phone when off site (field trips)</p> <p>-WV risk assessment was completed in Spring 2022. Results are share with JHSC. ER aware of need to manage potential for domestic violence if it is identified by a worker.</p> <p><b>-ER developed limited process to minimize potential for violence during transitions. No specific plans due to design of workplace</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>ER used online system to report/track investigations of workplace violence. Reports back to workers. If any action is required, discussion occurred to determine possible solutions.</p> |  |
| Huron Superior<br>CSDB (St. Basil<br>Sault) | Mar 8 | Workplace Violence Initiative | <p>NO</p> <p>-ER has workplace violence policy and program. Ensure workers are trained through mandatory online training. Training provided on specific violent risks beginning of school yr. Periodic updates given as required. Binders are kept with specific info related to risk of violence. Binders updated by supervisors. New hires, temporary staff given info on violence risks. Brief discussion occurred about various info binder and difference between them. Workers have received additional specialized training (BMS training). some workers get more detailed training. Tries to minimize outside workers during the school day. Discuss prior to arrival. ER used online system to report and track workplace violence investigations. Supervisors complete and report back to workers.</p> <p>-PPE was worn correctly by workers. ER has identified specific circumstances when required to wear PPE. Has a supply on site for new/temp workers. Tries to limit the use of temp workers in areas that required PPE. A discussion occurred about having info readily available on PPE for new/temp workers.</p> <p>-Use an internal phone system to summon immediate assistance. Phones can call main office or 911. Also has PA system. Minor gaps in that system</p> <p>-WV risk assessments-completed in Spring 2022. Written report completed by ER and Worker Rep, results share with JHSC. ER aware of need to manage potential for domestic violence if identified by worker.</p> <p>-ER has developed processes to limit the potential for violence during transitions-prep ahead for drills, have plans for exist, staggered lunch</p> |                                                                                                                                                                                             |  |
| Kawartha Pine Ridge District School Board   |       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                             |  |

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| Kawartha Pine Ridge DSB (Cobourg CI)    | Feb 10 | Workplace Violence Initiative | NO – Few details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Boilerplate |
| Kawartha Pine Ridge DSB (Strong)        | Feb 9  | Workplace Violence Initiative | NO – Few details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Boilerplate |
| Kenora Catholic District School Board   |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| Kenora Catholic DSB (St Thomas Aquinas) |        | Workplace Violence Initiative | <p>YES – 32.0.1 (2) ER has WV policy, available online not posted. The policy to be posted at a conspicuous place.</p> <p>YES - 32.0.3 (1) -ER has not conducted a workplace violence risk assessment.</p> <p>-All workers incl OT are trained in workplace violence policy and procedure; refresher training is completed at start of school year. New hires are trained on workplace violence policy.</p> <p>-ER has online portal to report workplace violence incident. Investigated by principal, supervisor or designate. ER ensure they are completed in timely manner.</p> <p>-All EAs complete CPI training (mandatory) when hired and refresher provided annually</p> <p>-PPE currently not in use; available upon request</p> <p>-Summoning immediate assistance - each classroom with intercom and ability to contact office. EAs carry radios at times; staff also use cellphones.</p> <p>-Student support plans are utilized. Plans are communicated and available to appropriate staff members.</p> <p>-ER has measure for non-routine activities - fire drills, lock downs, field trips</p> |             |
|                                         | Mar 22 |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
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| Lakehead District School Board          |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| Lakehead DSB (Westgate)                 | Feb 21 | Workplace Violence Initiative | <p>YES – 32.0.3 (1) the workplace does not have a RA. Workers (3year cycle) and new hires provided WV training online.</p> <p><b>Employer encouraged to offer right to refuse training.</b> Safety plans are communicated to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
| Lakehead DSB (Hammersfold)              | Feb 15 | Workplace Violence Initiative | <p>YES – 32.0.3 (1) the workplace does not have a RA. Workers and new hires provide WV online training.</p> <p><b>Employer encouraged to offer right to refuse training.</b> Safety plans are communicated to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| Lakehead DSB (Chapman)                  | Feb 10 | Workplace Violence Initiative | <p>YES – 32.0.3 (1) the workplace does not have a RA. Workers and new hires provide WV online training.</p> <p><b>Employer encouraged to offer right to refuse training.</b> Safety plans are communicated to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| Lakehead DSB (Westmount)                | Feb 10 | Workplace Violence Initiative | <p>YES – 32.0.3 (1) the workplace does not have a RA. Workers and new hires provide WV online training.</p> <p><b>Employer encouraged to offer right to refuse training.</b> Safety plans are communicated to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| Lambton-Kent District School Board      |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| Lambton Kent DSB (Wallaceburg)          | Mar 31 | Workplace Violence Initiative | NO – RA completed last year. No details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No details. |
| Lambton-Kent DSB (London Road)          | Mar 31 | Workplace Violence Initiative | NO – RA last completed in October 2022. Measures and program reviewed. No issues with means of summoning assistance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |

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| Lambton Kent DSB (Education Centre) | Mar 3  | Workplace Violence Initiative | YES – 32.0.3 (1) RA not conducted for itinerant/OT staff for off property sites.<br>WV measure reviewed.<br>Supervisors may need additional training on how to respond/follow up on complaints, including sexual violence. |                                                       |
| Lambton Kent DSB (Ridgetown)        | Mar 2  | Workplace Violence Initiative | NO – WV measures reviewed                                                                                                                                                                                                  |                                                       |
| Lambton-Kent DSB (Harwich Raleigh)  | Feb 21 | Workplace Violence Initiative | NO – WV measures and procedures barely reviewed.<br>RA conducted jointly with CUPE and ETFO.                                                                                                                               | Boilerplate                                           |
| Lambton-Kent DSB (Blenheim)         | Feb 21 | Workplace Violence Initiative | NO – WV measures and procedures barely reviewed.                                                                                                                                                                           | No students on site with a safety plan<br>Boilerplate |

#### London District Catholic School Board

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| London Catholic DSB (Carty)          | Mar 24 | Workplace Violence Initiative | <p>YES 25 (2) (a) – not all workers exposed to the risk of WV have received training (situational awareness, de-escalation, conflict avoidance). Includes teachers, custodians, lunch supervisors, etc.</p> <p>243 incidents reported during the school year, primarily EAs working identified/non-identified students. Incidents reviewed by principal. Debrief occurs after incidents to determine actions or updates to safety plans. Daily meetings to discuss outstanding action items and concerns with behaviour changes in students. Incidents tracked on central database. Safety plans available and updated.</p> <p>Workers trained on reporting during orientation and at least annually. Employer encouraged to have clear reporting guidelines to ensure consistency.</p> <p>RA last completed Apr 2021 and reviewed Mar 6, 2023.</p> <p>2-way radios used and checked daily prior to use.</p> <p><b>Working alone procedures in development. Employer encouraged to ensure RA for all potential scenarios when working alone (off site, extra-curricular, custodial, etc).</b></p> |                                 |
|                                      |        |                               | PPE and training provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 |
| London Catholic DSB (Mother Theresa) | Mar 23 | Workplace Violence Initiative | <p>YES – 32.0.3 (2) Specific control measures for working alone not implemented. Program for working alone is currently being developed. Employer is encouraged to ensure the program identifies measures and procedures that may arise from the risk of violence arising from after hours and off-site activities.</p> <p>YES – 32.0.3 (4) RA does not address the addition of 6 portables.</p> <p>No injuries reported from students with plans. Incidents investigated by principals with workers involved. Updates and actions because of investigations and meetings.</p> <p>RA completed in June 2022.</p> <p>Workers use 2-way radios. Checked daily.</p> <p>Safety plans provided and reviewed by workers.</p>                                                                                                                                                                                                                                                                                                                                                                            | Order for RA when working alone |

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| London DCSB<br>(Holy Cross)      | Mar 8  | Workplace Violence Initiative | <p>NO – Inspector reviewed reported incidents. Principal investigates with assistance from workers involved. Steps taken following incidents. Board maintains central database to determine if action is required.</p> <p><b>RA completed in June 2022, typically at the end of the year.</b></p> <p><b>Inspector recommends a review of working alone policy to cover after hours and offsite activities, co-op placements.</b></p> <p>Safety plans are reviewed with workers. <b>Employer encouraged to ensure all workers who may encounter violent students are instructed in situational awareness, general de-escalation, conflict avoidance.</b></p>                                                                          |                                           |
| London DCSB<br>(St. Anne's)      | Feb 27 | Workplace Violence Initiative | <p>NO – WV measures and program reviewed. <b>Inspector notes the employer's responsibility to ensure workers wearing PPE are provided information and instruction on requirements, fit and limitations.</b></p> <p>Safety plans are developed jointly and reviewed by staff. Principal investigate with assistance from workers involved. Steps taken following incidents. Board maintains central database to determine if action is required.</p> <p>Training, information, and instruction reviewed.</p> <p><b>RA completed in March 2022.</b></p> <p><b>Employer encouraged to ensure all workers who may encounter violent students are instructed in situational awareness, general de-escalation, conflict avoidance.</b></p> |                                           |
| Near North District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |
| Near North DSB<br>(Chippewa)     | Feb 28 | Workplace Violence Initiative | <p>YES – 32.0.4 – Reassess the risk from unauthorized individuals entering the school.</p> <p><b>Assessment tool doesn't contain a section for recommended actions.</b></p> <p><b>Discussed improving sight lines (using mirrors).</b></p> <p><b>Communication system includes IP phones, PA.</b></p> <p><b>Employer encouraged the employer to evaluate means of communication for all employees (kitchen staff) in the RA.</b></p> <p><b>Employer encouraged not to rely on cell phones (2-way radios preferred).</b></p> <p><b>Board is working to ensure Supervisor Awareness training is completed.</b></p>                                                                                                                     | Follow up                                 |
| Near North DSB<br>(Woodland)     | Feb 21 | Workplace Violence Initiative | <p>NO – <b>The posted workplace violence policy was out of date.</b> Training and measures reviewed. <b>Employer advised that means of summoning immediate assistance shouldn't rely on devices outside of the employer's control.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Inspector advised not to use cell phones. |

| Nipissing Catholic District School Board    |                               |                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Nipissing Catholic DSB (St. Hubert)         | Workplace Violence Initiative | NO                                                                                                                                                                                                                                                                                  | -A WV Policy and Program is in place; posted at the JHSC Board along with other required postings<br>-Workplace violence awareness training is one, tracked via online Vector system<br>-Training on incident reporting for WV is conducted with all workers during PD Day in August<br>-All EAs, Spec Ed, Resource Teachers complete BMS training; also completed by Admin, teachers in classrooms within place student safety plans<br>-Info concerning potential violence triggers/safety plans share with workers, OTs (review prior to 8:50 class start time when supply teaching)<br>-PPE present in workplace, not required at all times; worker training is in place<br>-JHSC Meeting Minutes from Jan. 31 are posted<br>-Monthly inspection report (Feb 2023) also posted<br>-Methods for summoning immediate assistance are available in classrooms. Classroom has two-way PA system; if working outside use personal cell phones;<br>-Board in process of reviewing worker contact system<br>-Awareness 5 step training module- aim fall 2023<br>-Work refusal flow chart posted<br>-Access to physical bldg. limited via locked doors. CCTV camera installed in front entrance, visitors screened, buzzed in, sign in.<br>-Lockdown drills 3 times/year<br>-RA conducted in Jan 2023<br>-Discussed action taken to prevent WV on field trips |
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| Northeastern Catholic District School Board |                               |                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Northeastern Catholic DSB (Pope Francis)    | Workplace Violence Initiative | NO – WV training self directed and ongoing. Last completed September 2022. Safety plans observed. Employer stated workers are aware of means of summoning assistance. BMS Training available.                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Northeastern Catholic DSB (O’Gorman)        | Workplace Violence Initiative | NO – WV training self directed and ongoing. Last completed September 2022. Safety plans observed. Employer stated workers are aware of means of summoning assistance. BMS Training available.                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ottawa-Carleton District School Board       |                               |                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ottawa Carleton DSB (Severn Avenue)         | Workplace Violence Initiative | YES – 32.0.3 (4) RA last completed 4-6 years ago. WV measures reviewed – safety plans available, hardcopies with emergency procedures for occasional staff. Training includes BMS. <b>Inspector noted that 2 staff members listed on safety plan had not received BMS training.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| Ottawa<br>Carleton DSB<br>(Jackson)        | Mar 8  | Workplace Violence Initiative                         | YES – 32.0.3 (4) RA not performed since 2019.<br>YES – 25 (2) (a) Administrative staff not instructed in BMS training.<br>H&S Board reviewed. Safety plans contained in a binder.<br>WV program – 3 types of safety plans (Student, abridged, general). Confusion as to what is general plan.<br>Training, information, and instruction discussed. PPE not required at this school.<br>Summoning assistance – 2-way radios and PA system. |                                       |
| Ottawa<br>Carleton DSB<br>(Gowling)        | Mar 8  | Workplace Violence Initiative                         | NO – <b>RA completed before the pandemic.</b><br>Safety plans online for staff to review. <b>Occasional staff receive summary report.</b><br>2-way radios and PA system in place.<br>Staff training through E-base.                                                                                                                                                                                                                       |                                       |
| Ottawa<br>Carleton DSB<br>(Glebe)          | Feb 28 | Workplace Violence Initiative – follow up from Feb 24 | NO – safety plan does not reflect use of face shield.<br>Employer committed to informing other staff of triggers for student. Employer encouraged to update RA (2018).                                                                                                                                                                                                                                                                    | Follow up                             |
| Ottawa<br>Carleton DSB<br>(Glebe)          | Feb 24 | Workplace Violence Initiative                         | YES – 25 (2) (a) – Management not aware of the work refusal process and WV & WH ebase module was expired.<br>RQMT – safety plan                                                                                                                                                                                                                                                                                                           | See follow up on Feb 28               |
| Ottawa<br>Carleton<br>(Goulborn)           | Feb 24 | Workplace Violence Initiative                         | YES – 32.0.3 (4) reassessments to be conducted annually.<br>Bulletin board reviewed.<br>Workers training on the WV program. <b>JHSC reassessment under review by the committee. RA is more of a survey than assessment.</b><br>5 students have plans available for staff including OT and OEAS.<br><b>Issues noted with 2-way radio reception and number of radios.</b>                                                                   | See FVR April 19, 2023, for follow up |
| Ottawa<br>Carleton DSB<br>(Honewell)       | Feb 15 | Workplace Violence Initiative                         | YES 32.0.3 (4) RA from 2017<br>YES – 25 (1) (b) Insufficient water pressure for eye wash station.<br>Safety plans available for review.<br>Annual training, including BMS. Not method to ensure workers have taken (eBase) training. Language barriers exist with online training with no knowledge assessment.<br>Immediate assistance – pa system, 2-way radio.                                                                         | Order under 25 (1) (b) – ref. IE Regs |
| Ottawa<br>Carleton DSB<br>(York Street)    | Feb 13 | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                           |
| Ottawa<br>Carleton DSB<br>(Fallingbrook)   | Feb 13 | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                     | Boilerplate                           |
| Ottawa<br>Carleton DSB<br>(South Carleton) | Feb 13 | Workplace Violence Initiative                         | YES – 32.0.3 (3) the last RA was conducted in April 2017.<br>NO – PA system does not work well in all areas of the school.                                                                                                                                                                                                                                                                                                                |                                       |
| Ottawa Catholic<br>DSB (Mgr. Batter)       | Feb 3  | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |
| Ottawa Catholic District School Board      |        |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| Ottawa Catholic<br>DSB (Mgr. Batter)       | Feb 3  | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |

| Peel District School Board          |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |
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| Peel DSB<br>(Corliss)               | Mar 24 | Workplace Violence Initiative | NO – few details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Few details               |
| Peel DSB<br>(Yousafzai)             | Feb 21 | Injury investigation          | No details. Inspector visited the area, met with injured worker and reviewed the incident.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | No details.               |
| Rainbow District School Board       |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |
| Rainbow DSB<br>(Lasalle)            | Mar 7  | Workplace Violence Initiative | NO - Must ensure workers absent for annual training are given instruction/information. Not all workers aware which students have a safety plan. Mechanism exists for EAs to provide feedback on safety plans. Employer reminded to evaluate different means of summoning assistance.                                                                                                                                                                                                                                                                                                                                                         |                           |
| Rainbow DSB<br>(Northeastern)       | Mar 6  | Workplace Violence Initiative | NO – Inspector emphasized need for instruction rather than passive information. Must ensure workers absent for annual training are given instruction/information. Need for better communication of hazards to OEAs. Employer reminded that the different levels of BMS training should be clarified in the policy to ensure appropriate and requisite training.                                                                                                                                                                                                                                                                              |                           |
| Rainbow DSB<br>(Chelmsford)         | Mar 6  | Workplace Violence Initiative | NO - Inspector emphasized need for instruction rather than passive information. Must ensure workers absent for annual training are given instruction/information. Mechanism exists to update safety plans. Employer reminded that the different levels of BMS training should be clarified in the policy to ensure appropriate and requisite training.                                                                                                                                                                                                                                                                                       |                           |
| Simcoe County District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |
| Simcoe County DSB (Hillcrest)       | Mar 23 | Workplace Violence Initiative | NO – Inspector noted no documented standardized process for non-student and education worker access into the school (e.g., roles, responsibilities, to how workers are made aware of individuals with a history of violence.                                                                                                                                                                                                                                                                                                                                                                                                                 | See previous SCDSB orders |
|                                     |        |                               | Inspector notes that WPV should reflect trespass notices, standardized process for summoning immediate assistance. Workers report that the program for summoning immediate assistance when working alone is not detailed and could be more effective.<br>CUPE members advised inspector that they seek better information in how to read and understand safety plan documentation. No process documents if workers have read the safety plan.<br>Incidents have quelled since the fall. Staff have access to equipment and corrective action takes place. Workers believe that incidents are down due to focused development of programming. |                           |

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| Simcoe County<br>DSB (Alcona<br>Glen)          | Mar 9 | Workplace Violence Initiative                                          | <p>NO – Potential reporting issue discussed (whether WV from student in grade four and under is required because they are not subject to suspension). <b>Employer reminded to ensure workers fill out form may not trigger RA.</b> Employer agreed to update a safety plan for a student exhibiting new behaviours. Safety plan development document tool is limited to X characters, as such not all behaviour and intervention strategies are captured. Employer reminded of their duties under 25, 26 and 32.0.3, entirely.</p> <p>Transition plan may not be limited to certain situation. Employer agreed that this is an opportunity to improve procedures and improve scope.</p> <p>No issues reported with means of communicating assistance.</p> <p>No standard procedure exists for granting or denying access to the school. Employer should review processes and address concerns.</p> | Follow up                                                                    |  |
| Simcoe County<br>DSB (Education<br>Centre)     | Mar 8 | Workplace Violence Initiative – Follow up on Eastview visit on Feb 27. | <p>YES</p> <ol style="list-style-type: none"> <li>25 (2) (a) Employer's WV program must include a process to provide workers with information and instruction on carrying out risk assessments and ensure identified risks are managed and mitigated.</li> <li>25 (2) (a) Employer's WV program must include a process to ensure occasional staff/workers are provided with risks of violence information, including safety plans and specific measures (PPE; tools).</li> <li>25 (2) (a) Employer's WV program must include a process to provide workers with information and instruction on carrying out risk assessments and that incidents are consistently and effectively investigated and reassessed post incident.</li> </ol> <p>Employer was advised and agreed to implement temp measures and procedures in the interim until orders are complied.</p>                                   | See also FVR Eastview Feb. 27                                                |  |
| Simcoe County<br>DSB<br>(Nottawasaga<br>Pines) | Mar 6 | Workplace Violence Initiative                                          | NO – few details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                              |  |
| Simcoe County<br>DSB (Regent<br>Park)          | Mar 1 | Workplace Violence Initiative                                          | NO – <b>Three program orders will be forthcoming at SCDSB with respect to deficiencies in RA. delivery of information to occasional staff, documenting work refusals. Inspector didn't issue orders at the specific school as these system issues would be "redundant".</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Follow up to ensure orders are issued at Board level. See FVR at SCDSB Mar 8 |  |

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| Simcoe County<br>(Eastview)           | Feb 27 | Workplace Violence Initiative | <p>NO – Process to assess the risks of WV: <b>Last RA for 2021-2022. Although process exists, controls not consistently carried out.</b> Staff and occasional are provided with info and instruction on safety plans. Binder exists. Not all workers had signed off. Employer will assess the effectiveness of the sign in process.</p> <p>Inspector noted that no mechanism in place to ensure occasional staff have the training to safely fulfill assignment. E.g, BMS training.</p> <p><b>Program does not provide workers with a review of PPE requirements which may be required by a safety plan. Employer encouraged to implement program to ensure workers receive information and instruction that provides worker protection. Program to be reviewed.</b></p> <p>No issues with means of summoning assistance or transitions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Follow up to ensure orders are issued at Board level. See FVR at SCDSB Mar 8 |
| Thames Valley District School Board   |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |
| Thames Valley<br>DSB (Clarke<br>Road) | Mar 31 | Workplace Violence Initiative | <p>YES – 32.0.1 WV policy not posted.</p> <p>32.0.3 (1) Site specific WV risk assessment does not consider the nature of the workplace and the working conditions. Workers provided information on reporting incidents in eBase Safety plans available at front office and in classrooms. Regular reviews involving EAs. Process in place to advise OS with safety plans.</p> <p>RA conducted in June 2022 (2 types) see order.</p> <p>WV measures reviewed include:</p> <p>24 exterior and 40 interior security cameras available at this school. It was discussed that camera's are not monitored (used reactively) and this has been communicated to staff.</p> <p>- Hallway monitoring by Admin staff during transition periods for students / staff assigned to monitor workplace cafeteria / hallways during lunch break.</p> <p>- Tech classrooms locked and tools (that may be used as weapons) secured and inventory checked between classes.</p> <p>- Hospitality room locked when no worker present. Discussed to review access to Kitchen utensils (knives) as part of violence risk assessment.</p> <p>- PA/phone systems in classrooms to call for assistance.</p> <p>- Developmental Educational classrooms have push button alarm system that notifies front office assistance is required.</p> <p>- Walkie talkies provided to: Principal / Vice Principals / Office Area / Custodial Staff / available in the Developmental Education Program Classrooms (used by EA's if assigned outside DE classrooms) / Physical Education Teacher (for use during outside activities)</p> <p>- Workers working directly with students with increased risk of violence trained in BMS.</p> <p>- Documented Management of Aggressive Behaviour Safety Plan Binder available to Administrators in Front Office and Developmental Education classrooms.</p> <p>- Area in front office that contains petty cash is locked. Area for securing / locking confiscated weapons is available in the front office.</p> |                                                                              |

|                                    |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|------------------------------------|--------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                    |        |                               | <p>- Personal protective equipment (PPE) relating to workplace violence was discussed with the persons contacted at the time of visit. It was stated that PPE requirements are documented.</p> <p>Training provided on specific measures in safety plans.</p> <p><b>The employer is encouraged to review information and instruction provided to workers to ensure, that all workers, including teachers and workers who may come in contact with potentially violent students, are knowledgeable of methods and techniques such as situational awareness and general de-escalation to ensure the safety of a worker.</b></p>                                                                                                                                                                                                                                                                                       |  |
| Thames Valley DSB (College Avenue) | Mar 30 | Workplace Violence Initiative | <p>YES – 32.0.3 (4) Work conditions have changed which would trigger a WV reassessment. (increased weapons and new construction).</p> <p>YES – 32.0.3 (1) – Employer ordered to establish measures and procedures for custodians working alone/after hours and for lunch monitors.</p> <p>Workers provided information on reporting incidents in eBase. Reporting form and SSIR aren't completed as required.</p> <p><b>Employer committed to ensuring staff to report controls to implement.</b></p> <p>Copies of safety plans available at front office and classroom(s).</p> <p>RA completed in June 2022 (2 types). See order</p> <p>Working alone measures discussed. See order. <b>Employer encouraged to develop measures and procedures for all potential scenarios when working alone.</b></p>                                                                                                             |  |
| Thames Valley DSB (Montcalm)       | Mar 28 | Workplace Violence Initiative | <p>YES – 25 (2) (a) – Employer ordered to provide training to all workers not knowledgeable on WV reporting systems and the investigation process.</p> <p>YES - 32.0.3 (4) – Risk assessment does not address events that must trigger a reassessment. (weapons, changes in student population, community incidents, new programs).</p> <p>YES – 32.0.5 (3) – Not all staff have received training (situational awareness, de-escalation) for encountering violent students.</p> <p>Incidents reviewed.</p> <p>RA (not available) but was conducted in Jun 2021. See order.</p> <p>Program measures and procedures reviewed – security/EA patrol, video surveillance, lock doors, emergency procedures, safety plans, daily debrief with staff.</p> <p>Summoning assistance = 2way radios/PA system.</p> <p><b>Employer encouraged to consider dead zones, accessibility issues with communication devices.</b></p> |  |

|                                        |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |
|----------------------------------------|--------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|                                        |        |                               | <p><b>Employer encouraged to consider all potential risks in the assessment (blind spots, stairwells, lighting, first aid rooms, etc.)</b></p> <p>No PPE required. Workers provided safety plans and training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                |
| Thames Valley<br>DSB (Forest Park)     | Mar 21 | Workplace Violence Initiative | <p>YES – 32.0.4 WV re-assessment does not take into account new EA resources.</p> <p>Workers receive WV training, including the eBase reporting system. Incidents review by principal.</p> <p>Investigations take place for classroom with high incidents. Policy reviewed.</p> <p>RA last conducted in June 2022. Results provided to the JHSC and corrective measures taken were discussed.</p> <p>Measures discussed – controlled access to workplace, safety plans available for OS at front office. Staff have a copy of the plan.</p> <p>Summoning assistance – PA system and 2 way radios.</p> <p>Principal and JHSC committed to ensuring full usage tests of radios (no dead zones)</p> <p>Employer reminded to ensure all staff who may come into contact with a violent student receive information and instruction (de-escalation, situational awareness)</p>                                                                                                                                                                            |                                |
| Thames Valley<br>DSB (Strathroy<br>Cl) | Mar 8  | Workplace Violence Initiative | <p>YES – 25 (2) (a) Not all teachers have received training to deal with measures to reduce the risks (e.g., de-escalation, situational awareness, conflict avoidance).</p> <p>YES – 32.0.3 (1) RA doesn't address the nature of the workplace (Physical aspects).</p> <p>Several documents review by inspector before visit.</p> <p>108 incidents this school year, mostly reported by EAs.</p> <p>Plans updated and workers have input. Emergency response team in place. School board maintains a database of incidents to identify trends and follow up with support teams.</p> <p>WV measures reviewed, security, means of communicating assistance. Workers have access to safety plans.</p> <p><b>13 security cameras not working.</b></p> <p>Training provided on WV program and safety plans. Safety plans reviewed by staff.</p> <p>Inspector notes that employer must ensure consistent communication between workers about the risks of violence from student not captured in the safety plans. Interim measures must be implemented</p> | Model FVR investigation for WV |
| Thames Valley<br>DSB (Sherwood<br>Fox) | Mar 6  | Workplace Violence Initiative | <p>YES – 32.0.1 WV policy not posted.</p> <p>Inspector reviewed several documents before visit.</p> <p>Principals conduct investigations into incidents and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |

|                                            |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |
|--------------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------|
|                                            |        |                               | implements additional measures (e.g., PPE, staff reassignment, updates to safety plan).<br>Reports are catalogued for trends.<br>Two types of RA (general and site specific).<br>WV measures reviewed (Ras, summoning assistance, reporting, training.<br>Workers have access to safety plans.<br>2-way radios.<br>Employer encouraged to ensure training is provided to all workers who may potentially encounter violent students.<br>NO – Initial visit. Inspector reviewed several document before visit, policies, reports, WV procedures. |  |                                                |
| Thames Valley DSB                          | Mar 2  | Workplace Violence Initiative |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |
| Thunder Bay Catholic District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |
| Thunder Bay Catholic DSB (St. Ann)         | Feb 10 | Workplace Violence Initiative | NO – Measures and procedures reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Boilerplate                                    |
| Thunder Bay Catholic DSB (St. Patrick)     | Feb 8  | Workplace Violence Initiative | NO – Measures and procedures reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Boilerplate                                    |
| Toronto Catholic District School Board     |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |
| TCDSB (Education Centre)                   | Feb 7  | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                |
| Toronto District School Board              |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |
| TDSB (Kipling Collegiate)                  | Mar 31 | Workplace Violence Initiative | YES – 32.0.2 (1) – Employer ordered to develop a specific WV program for the workplace.<br>Several program measures reviewed. RA last completed Mar 31, 2023.                                                                                                                                                                                                                                                                                                                                                                                   |  | Order for WV program specific to the workplace |
| TDSB (Weston)                              | Mar 30 | Workplace Violence Initiative | YES – 32.0.2 (1) – Employer ordered to develop a specific WV program for the workplace.<br>Several program measures reviewed. RA last completed Mar 29 2023.                                                                                                                                                                                                                                                                                                                                                                                    |  | Order for WV program specific to the workplace |
| TDSB (Lord Dufferin)                       | Mar 23 | Workplace Violence Initiative | YES 32.0. 2 (1) WV program not developed for the school.<br>Employer to provide training on program.<br>WV program measures reviewed. RA conducted in March 2023.                                                                                                                                                                                                                                                                                                                                                                               |  |                                                |
| TDSB (Amesbury)                            | Mar 20 | Workplace Violence Initiative | YES – 32.0.3 (1) RA in draft mode, no previous assessment.<br>WV measures reviewed. Employer reminded to update the control measures in the program upon completion of the RA.                                                                                                                                                                                                                                                                                                                                                                  |  |                                                |
| TDSB (Twentieth Street)                    | Mar 9  | Workplace Violence Initiative | NO – RA underway/ongoing, other measures reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                |
| TDSB (McCormick)                           | Mar 7  | Workplace Violence Initiative | NO – measures reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                |
|                                            |        |                               | RA completed in 2021. Employer committee to reassess the risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |
| TDSB (Osler)                               | Mar 2  | Workplace Violence Initiative | NO – WV measures reviewed. Few details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                |

|                                           |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |
|-------------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| TDSB (Central Etobicoke)                  | Mar 2  | Workplace Violence Initiative | YES – 32.0.4 RA last update in 2018.<br>Means of summoning immediate assistance reviewed. Assessment should include:<br>Devices, roles of staff, roles of office staff, role of responders, lunchroom protocols.<br>NO – Measures reviewed. RA provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ongoing                                  |
| TDSB (East York Alt.)                     | Feb 24 | Workplace Violence Initiative | NO – Measure reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Few details.                             |
| TDSB (Willow Park)                        | Feb 16 | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |
| TDSB                                      | Feb 6  | Workplace Violence Initiative |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |
| Wellington Catholic District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |
| Wellington CDSB (Bishop MacDonell)        | Mar 27 | Workplace Violence Initiative | NO – Board has a workplace violence policy posted in the workplace; has a workplace violence program; workers received training, incl online training; conducted a workplace violence risk assessment yearly; has measures in place for summoning immediate assistance, incl use of telephones located in classrooms and walkie-talkies, which are also available during transitions. Workers were last training on work refusal process in Feb. 2023                                                                                                                                                                                                                                                                                           |                                          |
| York Catholic District School Board       |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                          |
| York Catholic DSB (Guardian Angels)       | Mar 10 | Workplace Violence Initiative | NO – No reports of WV at school. Worker have received WV policy and program training. OS review and sign off on safety plans. PPE available on request. Immediate assistance through PA and 2-way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                          |
| York Catholic DSB (St. Robert)            | Mar 9  | Workplace Violence Initiative | NO – RA conducted at the beginning of the year. WV program refresher at start of the year and provided as needed.<br>Summoning assistance – phones and radios.<br>Drills reviewed.<br>PPE available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                          |
| York Catholic DSB (St. David)             | Feb 27 | Workplace Violence Initiative | YES – 32.0.3 (4) Employer ordered to reassess the risks and address use of PPE<br>25 (2) (a) – Employer to review content and function of safety plans to workers working with or in proximity of violent students.<br>25 (2) (a) – Employer to provide training on the use, storage and maintenance of PPE.<br>Internal reporting system inconsistencies discussed.<br>Employer involves workers in debriefing.<br>Workers using padded floor mats as protective device and possible ergonomic hazard. Safety plans indicate that PPE is required, but did not specify type or when to use it. Not all workers have received training. Employer ordered.<br>Safety plans issued but not all workers have reviewed the plans. Employer ordered. | 3 orders – PPE and safety plan training. |
| York Catholic DSB (Seton)                 | Feb 17 | Workplace Violence Initiative | NO – Reporting WV incidents inconsistencies discussed. Workers involved in debrief sessions and safety plan modifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |

|                                   |        |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |
|-----------------------------------|--------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                   |        |                                                      | <p>One worker with a concussion cause by a kick to the head. Safety plan reviewed with inspector including positioning and distancing when redirecting student.</p> <p><b>Employer to modify safety plan to ensure instruction is provided to workers on the use of PPE. Currently indicates workers have a choice to wear equipment.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
| York CDSB (Canadian Martyrs)      | Feb 22 | Workplace Violence Initiative – follow up from Feb 9 | <p>NO – Employer has implemented use of padded jackets, gloves and shin guards. Blocking pads have been ordered. Assessment will determine ease of use and function.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |
| York CDSB (Canadian Martyrs)      | Feb 9  | Workplace Violence Initiative                        | <p>YES – 32.0.3 (4) – Employer ordered to assess use of PPE use in safety plans.</p> <p>Not all violent incidents are reported. Workers exercising discretion on close calls. Safety plan for violent student reviewed. Plans was found to be missing or not detailed in a thorough manner, i.e., no PPE. Employer to discuss inclusion of PPE in the safety plan with Behavioural Management team.</p> <p>Inspector observed violent incident and workers de-escalation and prevention strategies (forearm protectors and bean bags). Strategies not included in safety plan. Inspector noted ergonomic concern of using the bean bags. Inspector ordered a risk re-assessment.</p> <p>Workers not involved in discussion of PPE and effectiveness of implement programs/response plans.</p>                                                                                                                                  | Follow up Feb 22 |
| York Region District School Board |        |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |
| York Region DSB (Mount Albert)    | Mar 28 | Workplace Violence Initiative                        | <p>YES – 32.0.3 (4) Inspector noted that safety plans don't include measures to address behaviours noted in incident reports (kicking, biting, hitting. Employer ordered to reassess the risks. <b>Employer encouraged to maintain a record of investigations and debriefing following incidents and whether changes were brought to the plan/policy.</b></p> <p>Items review include training, working with students that have safety plans, lockdown/hold &amp; secure situations, after-hours controlled access, incident reporting.</p> <p>Employer committed to ensure all workers have a means of summoning immediate assistance during workplace activities such as field trips, sporting events. Means include paging/land line phones.</p> <p>RA last completed on Oct. 11, 2022. No events triggered a reassessment. See order.</p> <p>PPE discussion overlaps with order.</p> <p>Posting requirements reviewed.</p> |                  |

|                                      |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
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|                                      |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| York Region DSB (Stouffville)        | Mar 24 | Workplace Violence Initiative | NO – Measures reviewed include:<br>Worker training for occasional staff/agency workers, safety plans, lockdown/hold and secure and after hours, means of summoning assistance outside the workplace or after hours. RA – last conducted in October 2022. No incidents have triggered a reassessment. Investigation include debrief and revision of safety plans. <b>Employer encouraged to implement a document in writing each time a reassessment on a safety plan is conducted, whether changes/revision are made or not.</b> PPE available. Transition plans in place. HS Board checked. | NO – Measures reviewed include:<br>Worker training for occasional staff/agency workers, safety plans, lockdown/hold and secure and after hours, means of summoning assistance outside the workplace or after hours. RA – last conducted in October 2022. No incidents have triggered a reassessment. Investigation include debrief and revision of safety plans. <b>Employer encouraged to implement a document in writing each time a reassessment on a safety plan is conducted, whether changes/revision are made or not.</b> PPE available. Transition plans in place. HS Board checked. |  |
| York Region DSB (Discovery)          | Mar 21 | Workplace Violence Initiative | NO – measures reviewed by inspector include:<br>Workers supporting students with safety plans.<br>Training<br>Lockdown/hold & secure, controlled access to the workplace<br>Incident reporting<br>Means of summoning assistance<br>Transitions<br>PPE<br>Posting requirements                                                                                                                                                                                                                                                                                                                | NO – measures reviewed by inspector include:<br>Workers supporting students with safety plans.<br>Training<br>Lockdown/hold & secure, controlled access to the workplace<br>Incident reporting<br>Means of summoning assistance<br>Transitions<br>PPE<br>Posting requirements                                                                                                                                                                                                                                                                                                                |  |
| York Region DSB (Langstaff)          | Mar 2  | Workplace Violence Initiative | NO – Measures reviewed include:<br>Worker training for occasional staff/agency workers, safety plans, lockdown/hold and secure and after hours, means of summoning assistance outside the workplace or after hours. RA – last conducted in October 2022. No incidents have triggered a reassessment. Investigation include debrief and revision of safety plans. <b>Investigation should be documented.</b>                                                                                                                                                                                  | NO – Measures reviewed include:<br>Worker training for occasional staff/agency workers, safety plans, lockdown/hold and secure and after hours, means of summoning assistance outside the workplace or after hours. RA – last conducted in October 2022. No incidents have triggered a reassessment. Investigation include debrief and revision of safety plans. <b>Investigation should be documented.</b>                                                                                                                                                                                  |  |
| York Region DSB (Desmond)            | Feb 27 | Workplace Violence Initiative | NO – Few details. Safety plans reviewed, includes lockdowns, after hours events.<br>2 way radios<br>RA completed in Oct 2022. PPE provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NO – Few details. Safety plans reviewed, includes lockdowns, after hours events.<br>2 way radios<br>RA completed in Oct 2022. PPE provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| York Region DSB (Unionville Meadows) | Feb 24 | Workplace Violence Initiative | NO Few details. Safety plans discussions. RA completed in Oct 2022.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NO Few details. Safety plans discussions. RA completed in Oct 2022.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| York Region DSB (Tommy Douglas)      | Feb 7  | Workplace Violence Initiative | NO – workplace violence policy and program reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NO – workplace violence policy and program reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| TCDSB (Education Centre)             | Feb 7  | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

## APPENDIX E

Ministry of Labour, Immigration, Training and Skills Development

# MLITSD Update PWGHS September 12, 2023

**Ron Landry**

Senior Manager

Provincial Industrial Health and Safety Program

Occupational Health and Safety Branch

Fair, Safe and Healthy Workplaces Division

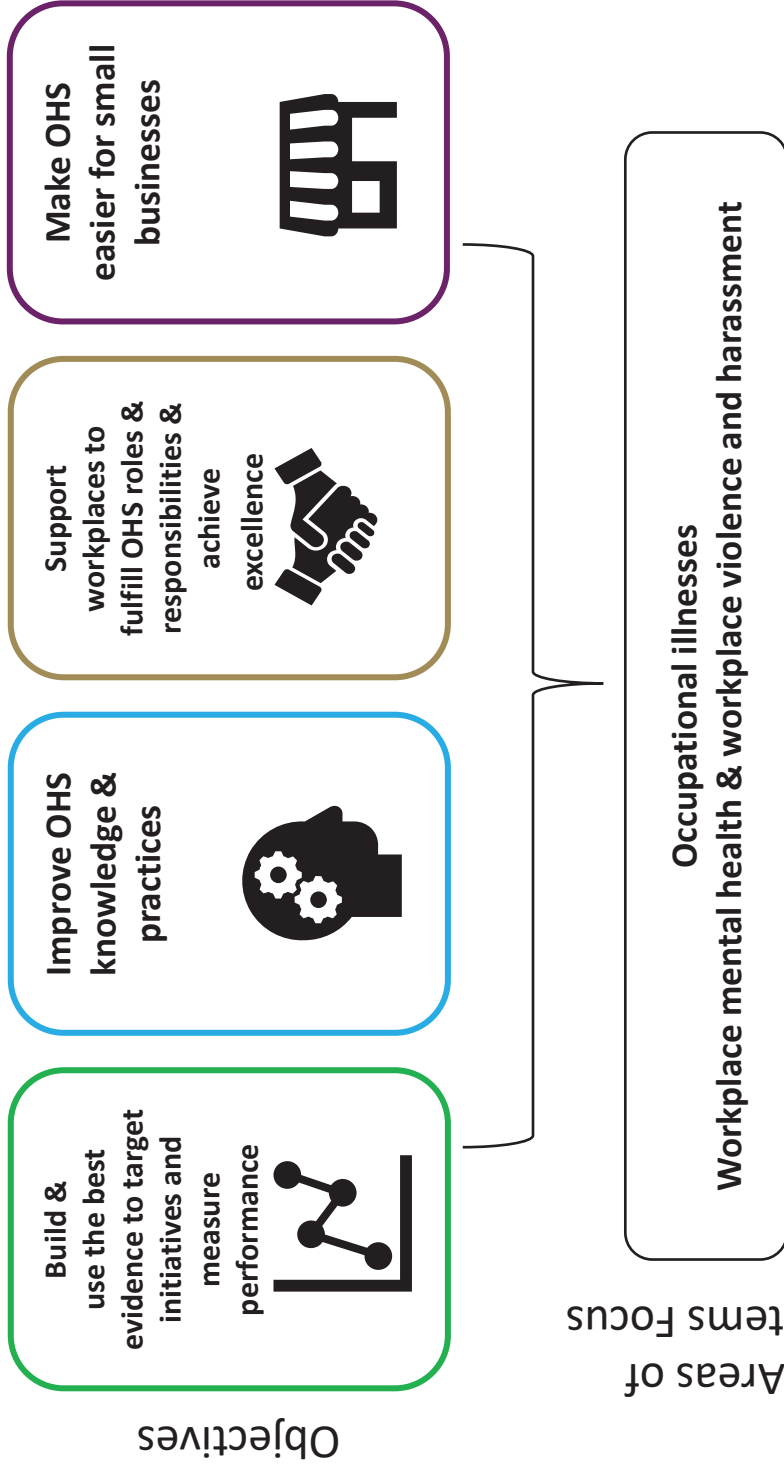
June 22, 2022

# Overview

- Prevention Works – CPO 5-year strategy
- FY 2022-2023 Enforcement Update
- Workplace Violence in Education Initiative
- Legislative Changes

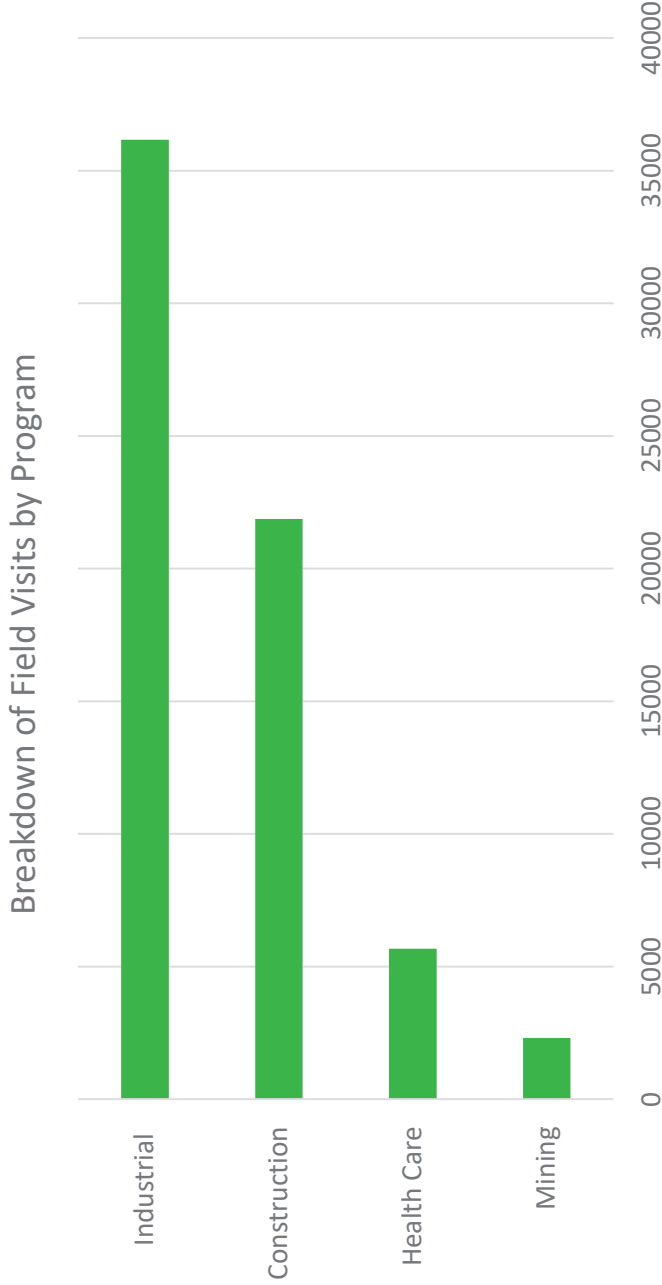
# OHS Strategy Overview – CPO 5-year strategy

**Vision:** *An Ontario where workplaces promote and practice health and safety in their every-day work and are free from occupational injuries, illnesses and fatalities.*



# FY 2022-2023 Enforcement / Statistics

- MLITSD inspectors:
  - conducted over 66,000 field visits at more than 35,000 workplaces
  - issued over 98,000 orders and requirements
  - addressed more than 25,000 events



# Workplace Violence in Education Initiative

## Phase 1: Compliance Assistance

The MLITSD, in partnership with the Public Service Health and Safety Association, provided compliance assistance to workplaces from

**April 1, 2022, through March 31, 2023.**

[Public Services Health and Safety Association | Workplace Violence in Education \(pshsa.ca\)](https://pshsa.ca/)

- o [Public Services Health and Safety Association | MLITSD : Workplace Violence in Education Compliance Initiative Webinar \(pshsa.ca\)](https://pshsa.ca/)

## Phase 2: Focused Inspections

The enforcement phase of the initiative took place in publicly funded elementary, secondary schools and school boards from

**February 1 to March 31, 2023.**

## Key Focus for Inspectors

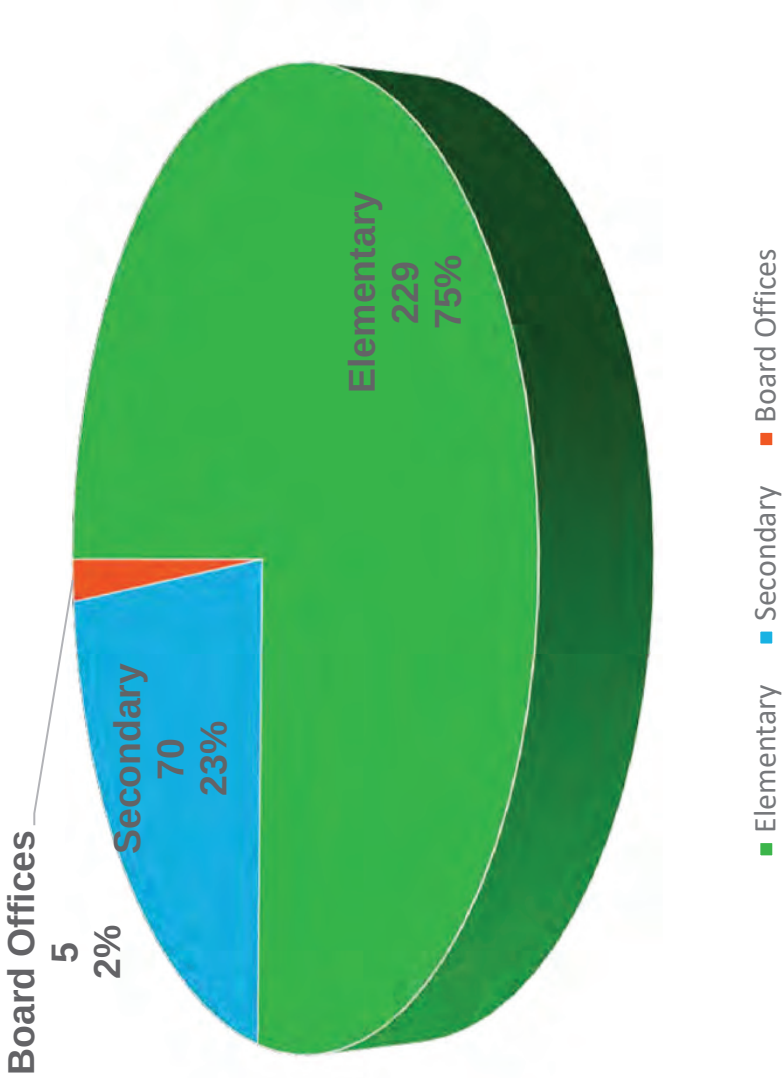
- Provision of information, instruction, and supervision, including for occasional workers.
- Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as:
  - moving between classrooms
  - returning to school after prolonged absences
  - non-routine activities (for example, fire drills, lockdowns, school assemblies and field trips)
- Workplace violence risk reassessment
- Work refusal process

# Workplace Violence in Education Initiative Results

## Summary

- **347** field visits
- **121** field visits in a support role
- **299** school workplaces visited
- **5** school board offices visited
- **68** number of school boards involved
- **121** orders and requirements issued
  - **114** total orders issued
  - **1** stop work orders (not related to workplace violence)
  - **7** requirements issued
- an average of **2.87** orders and requirements issued per workplace visited
- an average of **2.51** orders and requirements issued per field visit

# Breakdown of Workplaces Visited



## Frequently issued orders

| Legislation    | Focus of the Order                                                                                       | orders |
|----------------|----------------------------------------------------------------------------------------------------------|--------|
| OHSA 32.0.3(4) | An employer shall reassess the risks of workplace violence.                                              | 29     |
| OHSA 25 (2)(a) | Provide information instruction and supervision                                                          | 18     |
| OHSA 25 (2)(h) | Take every precaution reasonable in the circumstances                                                    | 17     |
| OHSA 32.0.3(1) | An employer shall assess the risks of workplace violence.                                                | 16     |
| 54(1)(c)       | Document requirements                                                                                    | 7      |
| OHSA 32.0.2(1) | Employer shall develop and maintain a program to implement the policy with respect to workplace violence | 5      |

# Updates to OHSA

[Naloxone in the workplace | ontario.ca](https://www.ontario.ca/naloxone)

Employers must provide a naloxone kit when an employer becomes aware, or ought reasonably to be aware, of the following scenarios:

- [There is a risk of a worker opioid overdose.](#)
- [There is a risk that the worker overdoses while in a workplace where they perform work for the employer.](#)
- [The risk is posed by a worker who performs work for the employer.](#)

**If all of these scenarios are present**, the employer **must** comply with the OHSA requirements to provide naloxone in the workplace.

**If any one of these scenarios are not present**, an employer **does not** need to comply with the OHSA requirements to provide naloxone in the workplace.

\*\*\*CAME INTO FORCE ON JUNE 1, 2023\*\*\*

## Possible upcoming changes to OHSA

### Penalties

The Ontario government has introduced a bill called the *Working for Workers Act, 2023*.

The bill contains amendments to the *Occupational Health and Safety Act* (OHSA) that, if passed, would increase the maximum fine for corporations convicted of an offence under the OHSA from \$1.5 million to \$2 million.

If passed, these changes would come into force upon Royal Assent.

# Questions?