



# **CUPE·SCFP**

## Ministry of Labour, Immigration, Training, and Skills Development Initiative - Workplace Violence in the Education Sector 2022-2023

### Report to CUPE Locals in the Ontario Region K-12 Sector

#### 1 EXECUTIVE SUMMARY

---

Beginning in April 2022, the Ministry of Labour, Immigration, Training, and Skills Development (“MLITSD”, “the Ministry”) conducted a two-phase awareness and enforcement initiative to address workplace violence (“WV”) at Ontario’s K-12 School Boards. The enforcement phase of the initiative concluded on March 31, 2023. To guide its members in achieving meaningful outcomes from this initiative, the OSBCU provided resources and guidance to CUPE Locals in the sector prior to the inspection blitz.

Ministry enforcement inspectors conducted over 340 visits to schools and board offices in Ontario. They issued employers approximately 114 orders of non-compliance with the *Occupational Health and Safety Act* (“OHSA”), including seven (7) requirements to provide documentation to inspectors. Still, we observed many instances where inspectors noted in their field visit report (“FVR”) areas of employer’s non-compliance with the OHSA but refused to issue orders. Instead, the inspectors allowed employers to self-comply in the circumstances.

The OSBCU collected and charted many of the inspector’s FVRs. Based on the reports and orders issued, we recommend the following for the OSBCU Executive, CUPE Locals in the K-12 sector, CUPE Joint Health and Safety Committee members and Health and Safety Representatives dealing with the following:

For CUPE Locals, CUPE Health and Safety Representatives, Leads and Committee members:

- To evaluate local school board risk assessment tools to ensure they consider general and specific risks of WV at the school/building level.
- To evaluate the triggers school boards use to reassess the risks of WV.

- To ensure school boards develop a program for each location where staff are exposed to a risk of WV.
- Evaluating the means by which staff summon immediate assistance before and during incidents of WV to ensure their effectiveness.
- Examine instances and review school board policies to reduce instances where staff use their personal cell phones to summon assistance for incidents of WV.
- Review existing safety plans to ensure they are consistent with the results of workplace risk assessment and the contents of the employer WV policy and programs.

## 2 BACKGROUND

---

### 2.1 MINISTRY INITIATIVE

Every year, the MLITSD sets out initiatives and enforcement campaigns to raise issues around workplace hazards and enforce compliance with the OHSA. The Ministry's stated goal is to protect workers while enhancing employer's awareness of their legislative responsibilities.

In 2022, the MLITSD announced a two-phase initiative towards workplace violence in Ontario's K-12 schools.

#### **Phase 1: Education, outreach and awareness**

- April 1, 2022, to March 31, 2023
- Compliance support with the Public Services Health and Safety Association (PSHSA)

#### **Phase 2: Inspection blitz**

- February 1, 2023, to March 31, 2023
- Workplace field visits conducted by MLITSD health and safety inspectors to check that school boards are complying with the OHSA and its regulations, and to raise awareness about specific workplace issues.

The OSBCU obtained an internal copy of the Inspector Resource Toolkit (APPENDIX B). The document is a resource to assist and guide inspectors when making field visits during the inspection blitz.

### 2.2 CONSULTATION ON THE INITIATIVE

In general, the Ministry does not consult directly with workplace stakeholders before announcing enforcement initiatives. Nevertheless, on November 14, 2022, a [webinar](#) was jointly provided by the MLITSD and PSHSA to educate workplace stakeholders on enforcement phase of the initiative.

The Provincial Working Group Health and Safety (PWGHS) for the Education Sector, which is normally made aware of occupational health and safety matters in the sector, was neither briefed, consulted, or informed of the initiative during its entirety.

**NOTE:** PWGHS meetings were suspended from March 2022 to September 2023 pending the conclusion of school board central bargaining, except for a meeting dedicated to COVID-19 protocols in September 2022.

Beginning in mid-December, labour affiliates of the PWGHS reached out via email to Ron Landry, Senior Manager of the Industrial Health and Safety program, to find out how inspectors would be carrying out the enforcement blitz and the extent of worker's involvement during field visits. The affiliates insisted that workers, specifically JHSC members, be included in initial and subsequent visits to schools and education centres. No guarantees were secured from the Ministry on this request.

## 2.3 OSBCU MEMO AND WEBINAR

In December 2022, the OSBCU sent a memo (APPENDIX C ) to Ontario Region CUPE School Board Locals and National staff regarding the Ministry's initiative. The memo included the following:

- A review of WV legislation.
- The duties and responsibilities of employers related to WV.
- How to raise issues with inspectors concerning risk assessments, investigations, notices, training, and entitlements to information.
- WV Resource documents, including compliance checklists, examples of field visit reports and orders, sample WV inspection checklists, and sample student safety plans.
- Information about upcoming webinars.

The memo strongly encouraged CUPE Locals to forward us a copy of any inspector's field visit report.

On January 23 and 25, 2023, the OSBCU held webinars for CUPE members to review the contents of the memo.

## 2.4 WORKPLACE INSPECTIONS

Inspectors began visiting school boards in late January 2023. Most initial visits were conducted at the Board's Education Centre and, often, included representatives from the Unions and the JHSC. The initial visits allowed inspectors to provide the workplace parties with an overview of the initiative. In some cases, school board and Union representatives provided a list of schools to visit. Generally, these were schools with a history of violent incidents. Yet, at some boards, inspectors did not consult with the workplace parties or provide advance notice of inspections.

## 2.5 COLLECTING AND TRACKING FVRs

Throughout the initiative, the PWGHS labour affiliates shared amongst their representatives any FVRs shared by any of their local or district representatives. OSBCU charted all FVRs received from PWGHS and CUPE locals. These include reports from school boards that don't include OSBCU/CUPE members.

We received approximately 160 reports from 42 boards. OSBCU shared the chart (APPENDIX D) with Staff and Locals in May 2023. The chart listed the school board and school visited, the date of the visit, a description of the visit and orders issued, if any. The chart included highlighted items which we felt required a follow up by the local workplace parties (e.g., JHSC, union).

## 3 SUMMARY OF FVRs

---

### 3.1 MLITSD DATA

On September 12, the MLITSD provided the PWGHS with a summary (APPENDIX E) of the Ministry's findings. The data they provided included the following:

- **347** field visits<sup>1</sup>
- **121** field visits in a support role
- **299** school workplaces visited<sup>2</sup>
  - **229** Elementary, **70** Secondary, **5** school board offices visited<sup>3</sup>
- **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

The frequency of orders issued related to workplace violence included:

- **35 orders** dealing with the employer's requirement to **assess or reassess the risks of workplace violence**
- **18 orders to provide training** and/or supervision
- **17 orders to implement measures and procedures** (take every precaution reasonable)
- **5 orders** to develop and **maintain a program to implement the WV policy**
- 7 orders to produce documents to the inspector.

The Ministry is not planning to issue a report or make any recommendations based on this initiative.

## 4 OBSERVATIONS FROM THE FVRs

---

In our review of the FRVs collected, many of our expectations, both positive and negative, were confirmed. There were the occasional surprises along the way. We have noted below what we believe are the most significant experiences in those observations.

---

<sup>1</sup> These represent visits to workplaces covered under "Education" in the Ministry's Industrial Sector.

<sup>2</sup> The number does not include repeat visits.

<sup>3</sup> Our records indicate more than 5 office visits.

#### 4.1 RELUCTANCE TO ISSUE ORDERS

As expected, we observed occasions where inspectors encountered plain instances of non-compliance with the OHSA but chose not to write orders. Instead of writing orders in the circumstance, inspectors noted the violation in the report's narrative. The inspector would include phrases in the narrative such as *"The employer is reminded to..."*, *"The employer agrees that..."*, *"The employer has committed to..."* in addressing the violation.

In these instances, we bolded the violation or concern in the chart for the local workplace parties to follow up.

It was evident that inspector autonomy and regional direction greatly affected their decision to write orders instead of Ministry influence. For example, inspectors issued several orders for non-compliance during a handful of visits to Grand Erie and Thames Valley School Boards, but did not write a single order during their 14 visits to Durham Public and Catholic School Board despite finding multiple violations of the OHSA.

#### 4.2 BOILERPLATE OR INCOMPLETE REPORTS

We observed many instances where inspectors lazily wrote the same or nearly the same during different inspections. In other instances, there was insufficient information in the report to determine the findings of the inspection or draw any conclusion.

#### 4.3 RISK ASSESSMENTS AND REASSESSMENTS

We noted during the webinars that risk assessments presented the best likely chance for inspectors to write orders. Our inclination was confirmed in the Ministry's report, which found that 17% of orders related to risk assessments and 31% of orders related to reassessments. We observed a trend among inspectors ordering or reminding employers to conduct risk reassessments annually (Lakehead DSB Westgate Feb.21). While we welcome annual assessments, it must be noted that there is no legal requirement. Instead, it must be done as often as necessary to ensure the program continues to protect workers. The OHSA requires risk assessments to take into account the nature of the workplace, the type of work or the conditions of work. It must also consider circumstances common and specific to the workplace. A mere survey of workers is not sufficient (Ottawa-Carleton DSB Goulbourn Feb 24 APPENDIX A i).

A few FVR narratives provided examples of when employers should be reassessing the risks, including construction and the installation of a portable, weapons, changes in student population, community incidents, and new programs (see Thames Valley DSB Montcalm Mar. 28 APPENDIX A ii, Thames Valley DSB College Ave Mar. 30 APPENDIX A iii). Moreover, a risk assessment must take into account new violent behaviour reported by workers, e.g., hitting, biting, kicking (York Region DSB Mount Albert Mar. 28 APPENDIX A iv). Safety plans, which flow from the assessment results, must be modified accordingly.

In some instances, workers were wearing PPE, but its use was not captured in the risk assessment.

We were encouraged in several visits, where inspectors paid particular attention to conducting risk assessments dealing with itinerant staff, working along, and after school and off-site activities. Safety

plans to address risk to staff in these circumstances have been a significant gap in my WV programs since the introduction of Bill 168.

#### **4.4 WORKPLACE VIOLENCE PROGRAM AT THE SCHOOL LEVEL**

We were encouraged to see the Ministry assert the requirement for school boards to develop a WV program (with measures and procedures) at the school level. However, there were few orders issued to this effect. The development of measures and procedures is based on an assessment or reassessment, which must consider “circumstances specific to the workplace”. A number of FVR from Toronto DSB included orders and an agreement from the employer to establish workplace-specific programs (Weston Mar. 30 APPENDIX A v;; Kipling Mar. 31 APPENDIX A vi; Toronto DSB Lord Dufferin Mar. 23 APPENDIX A vii,)

#### **4.5 SUMMONING IMMEDIATE ASSISTANCE**

The OHSA requires employers to develop measures and procedures for workers to summon immediate assistance when workplace violence is occurring or is likely to occur. The legislation does not describe the means of summoning assistance. The means should be determined through a risk assessment. Nearly all school boards have a central intercom system allowing two-way communication between a classroom and the office. In the past two decades, school boards have provided two-way radios (walkie-talkies) where education support staff can communicate on an open line. Both the intercom and two-way radios have benefits and detractors. If limitations exist, they must be addressed in other with other controls.

Regardless of the means of communicating immediate assistance, the systems must be used according to the manufacturer’s instructions and be tested frequently. Workers must receive training on the use and limitations of the equipment. We observed several orders describing the employer’s requirement to ensure staff have received training on how to summon immediate assistance (Bluewater DSB Peninsula Shores March 22 APPENDIX X iii).

A disturbing trend observed and seemingly accepted by inspectors was the use of personal cell phones by staff within the WV program. Relying on personal cell phones as a safety device raised many concerns. First, cell phones require someone to physically dial a number. Dialing a number during an immediate situation may cause delays in a response. Secondly, workers should not have to rely on personal equipment which the employer does not control. E.g., charging times, plan availability, and liability if the phone is damaged at work. Finally, workers may be exposed to accusations of engaging in personal activities for using their phones during work hours. At least one inspector advised an employer not to use devices out of their control (Near North DSB Woodland Feb. 21 APPENDIX A ix).

If the school board does not issue employer-controlled cell phones to staff, they must (jointly) establish clear procedures on their use and care when workers are permitted to use personal cell phones to communicate an emergency.

## 4.6 WV TRAINING

Many orders confirmed the need for school boards to train workers (e.g., custodians, lunch supervisors, etc.) who don't directly work with violent students but still may be exposed to the risk. Training may include situational awareness, conflict avoidance, and de-escalation strategies (Thames Valley DSB Strathroy CI Mar. 8 APPENDIX A x).

Training was also ordered to ensure the WV program includes training for

- workers who perform risk assessments must receive training and ensure risks are managed and mitigated and post-incidents are investigated and reassessed (Simcoe County DSB Education Center Mar. 8 APPENDIX A xi).
- Reporting incidents (Thames Valley DSB Montcalm March 28 APPENDIX A iicoll)
- The use, storage, and maintenance of PPE (York Catholic DSB St. David Feb. 27 APPENDIX A xii)

There were reminders and orders to ensure supervisors received training on measures and procedures to control the risk of WV and to be familiar with the reporting and investigation incidents as well as work refusal procedures.

## 4.7 SAFETY PLANS

We observed instances where workers wore PPE and were trained in their use, however, the equipment was not mentioned in the safety plan. Even in circumstances where the employer believes it to be discretionary, they must provide information and instruction on its use care and limitations. As previously stated, a risk assessment will first help determine if the type of equipment needed. Where PPE is required, its use, care and limitations must be detailed and related-training provided to staff.

Safety plans are living documents. They must be adapted based on observed behaviours and incident reports and brought to the attention of workers (Grand Erie DSB Prince Charles Mar. 24 APPENDIX A xiii)

While not explicitly required in the OHSA, post-incident debriefs are happening in many schools. In many instances, inspectors noted that principals are actively involved in investigating incidents, debriefing with staff and collaborating on safety plan updates. This approach is a model for demonstrating due diligence. However, inspectors noted that a record of investigations and debriefing should be maintained and whether changes to safety plans/programs were made as a result.

# 5 RECOMMENDATIONS

---

1. **Evaluating the risk assessment tool** - All JHSC members and Health and Safety Representatives should request from their School Board a copy of any WV risk assessment tools/templates used by the employer/supervisors. JHSC members and HSRs should evaluate whether the assessments consider and evaluate the risks that may arise from:
  - a. The nature of the workplace
  - b. The type of work
  - c. The conditions of work

The assessment can include a general assessment of the school/building but should consider specific risks that may arise from working with specific students and in particular classrooms.

- i. The employer must have a written policy and program detailing who and how they will carry out assessments of the workplace.
- ii. Any employee who carries out an assessment must receive training and be familiar with the risks and existing measures and procedures to control workplace violence.

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

2. **Reassessing the risks of workplace violence** - All JHSC members and Health and Safety Representatives should request from their School Board a copy of any WV risk reassessment tools/templates used by the employer/supervisor. Further, JHSC members/HSRs should identify what events will trigger a reassessment. These events should be captured in the employer's written policy and program. Factors that should trigger a reassessment include:

- Changes to the layout or physical environment of the workplace
- New staff assignments or job categories at the school
- High staff turnover at school
- New training, security protocols or means of summoning immediate assistance
- Increased incidents of WV at a location or in a room.
- Repeated incidents of WV involving the same person
- New student programs, curriculum or scheduling changes
- At the beginning of the school year
- Changes to student drop off/pick up locations or transportation
- Before a field trip
- Before introducing new personal protective equipment or devices
- Incidents involving weapons or gang activity
- Nearby community incidents

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

3. **Workplace-specific program** – Once risks are identified following an assessment or reassessment of WV at a school/Board office, JHSC members and HSRs should ensure the employer has implemented a program which is jointly developed/updated to include controls (measures and procedures) to control the identified risks. Broadly, the written program must include:
  - a. Measures and procedures to protect workers from the risks identified in the assessment or reassessment
  - b. Measures and procedures to summon immediate assistance when WV is occurring or likely to occur
  - c. Measures and procedures on how a worker reports an incident of WV.
  - d. Measures and procedures on how the school board will investigate and deal with incidents of WV.

While the measures and procedures in c) and d) will generally remain the same across most locations, the requirements under a) and b) must be workplace specific. Additionally, the controls to protect workers from WV must address scenarios and locations which may occur outside of the classroom, e.g., hallways, library, gym, recess, lunch hour. Examples of controls include the following:

- Roles and responsibilities of staff
- Response teams and alternates
- Development and review of safety plans
- Location and distribution of safety plans
- Provision of information to staff concerning a student/person with a history of violent behaviour
- Use, care and limitations of PPE
- Communication devices staff will use to summon immediate assistance
- Methods and frequency of testing communication devices.
- Post-incident review, including debriefing
- Documentation of WV incidents.

Note: The legislation requires workers to receive training and information on the contents of the employer's WV program. The training and information provided by the employer must be appropriate to ensure the protection of workers. The JHSC and HSR are best placed to evaluate the delivery methods, content and results of staff training.

4. **Effective means of summoning assistance** – The JHSC and HSR should evaluate the effectiveness of existing means used to summon assistance when workplace violence is occurring or likely to occur. Recommendations should be made to address any identified gaps. Workers must know the use and limitations of devices (e.g., dead zones) when to use the devices, and how and when to test devices. Response teams must be identified. Workers must know that regardless of the means (two-way, intercom), someone is always on the line. Backup devices may be needed.
5. **Use of cell phones** – The JHSC/HSR should review their employer's policies and programs regarding the use of cell phones to communicate workplace violence. In general, personal phones shouldn't be used at work. If employers require their use, their policies and programs must spell that out. In certain circumstances, cell phones can be used to communicate in an emergency or off-site. However, their reliance as a daily means of summoning assistance related to workplace violence raises significant concerns and should be avoided.
6. **Safety plans** – The JHSC/HSR should periodically review safety plans provided to staff to ensure they are consistent with the employer's WV policy, program and results from any assessments. For example, if workers are to use PPE or employer de-escalation strategies, the safety plan should detail when to use the equipment or employ the strategy. Staff should be provided the opportunity to provide input on safety plans before their implementation. Supervisors must be familiar with safety plans to ensure the measures and procedures are carried out effectively.

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

7. **Support for CUPE Locals and CUPE Health and Safety Representatives, Leads and Committee Members** – The OSBCU should adopt an education and information strategy to ensure members can familiarize themselves with their health and safety rights WV in their everyday work.
8. **Better Enforcement in the Sector** – The OSBCU should adopt a strategy to lobby the MLITSD in improve and expand enforcement initiatives in the K-12 sector.

Prepared for OSBCU by

**Paul Sylvestre**

CUPE National Representative - Health and Safety  
Ontario Regional Office  
80 Commerce Valley Drive E,  
Markham, ON, L3T 0B2  
T: 289-982-3292  
[psylvestre@cupe.ca](mailto:psylvestre@cupe.ca)



**List of Appendices**

- A. Notable FVRs
  - i. Ottawa-Carleton DSB Goulbourn Feb 24
  - ii. Thames Valley DSB Montcalm Mar. 28
  - iii. Thames Valley DSB College Ave Mar. 30
  - iv. York Region DSB Mount Albert Mar. 28
  - v. Toronto DSB Weston Mar. 30,
  - vi. Toronto DSB Kipling Mar. 31
  - vii. Toronto DSB Lord Dufferin Mar. 23
  - viii. Bluewater DSB Peninsula Shores Mar. 22
  - ix. Near North DSB Woodland Feb. 21
  - x. Thames Valley DSB Strathroy CI Mar. 8
  - xi. Simcoe County DSB Education Center Mar. 8
  - xii. York Catholic DSB St. David Feb. 27
  - xiii. Grand Erie DSB Prince Charles Mar. 24
- B. Inspector Initiative Resource Toolkit
- C. Memo to CUPE Locals in the K-12 Sector MLITSD Initiative – Workplace Violence in the Education Sector
- D. OSBCU Collected FVR Chart – Workplace Violence Initiative
- E. Ministry Summary PowerPoint

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:

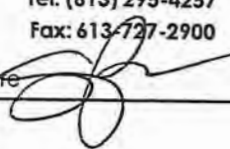
- Provision of information, instruction, and supervision, including for occasional workers. o Training on and use of personal protective equipment for workers.
- Means of summoning immediate assistance.
- Measures and procedures for preventing workplace violence during transitions, such as: § moving 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.

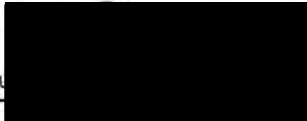
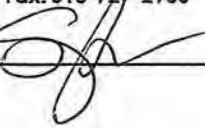
### Provision of Information, Instruction and Supervision:

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:

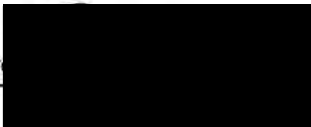
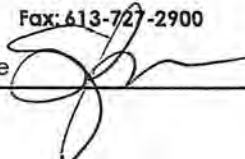
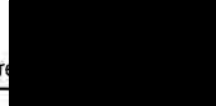
The employer reports that not all yard teachers can be provided with a radio as there are only 6 radios on site. There are 5 teachers required in the yard during recess and workers are sometimes relying on cell phones to communicate with other staff.

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

Page 4 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:

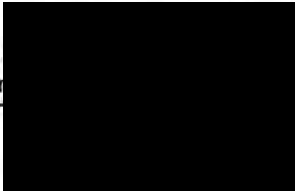
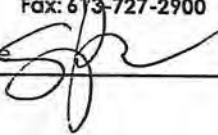
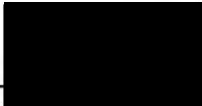
**2176 HUNTLEY ROAD, STITTSVILLE, ON, CANADA K2S 1B8**

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, STITTVILLE, ON, CANADA K2S 1B8**

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

To:

**OTTAWA CARLETON DISTRICT SCHOOL BOARD**

Org/Ind 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 dates listed below.*

| No | Type<br>Code         | ActReg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                 | Comply by Date |
|----|----------------------|--------|------|--------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>02919SDTR784 | OHSA   | 1990 | 32.0.3 | 4           |        | 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. | 2023-APR-28    |

### Recipient

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

### Inspector Data

**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

Signature \_\_\_\_\_

### Worker Representative

Name \_\_\_\_\_

Title \_\_\_\_\_

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<br>Code | ActReg | 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 (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

## Recipient

## Inspector Data

## Worker Representative

Name

Title

Signature

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

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: **MONTCAIM SECONDARY SCHOOL**

Notice ID:

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

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 - Montcaim Secondary School, Dated: Jun 28, 2021 (2 pages)
- Employee Incident Reporting and Violent Incidents Overview, Jan 2023 (10 pages)
- Montcaim SS Workplace Violence Incidents Summary, 2022-2023 (Spreadsheet) - 7 Recorded Incidents
- Montcaim 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 Montcaim 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>                        | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                |                       |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
|           | 217 York Street, 5th Floor, London, ON N6A 5P9 |                       |
| Title     |                                                | 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  
1350 Highbury Avenue, London, ON, Canada N5Y 1B5

Notice ID:

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

Page 4 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**

- 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

Title

PROVINCIAL OFFENCES OFFICER

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

Tel: (519) 630-9648

Fax: (519) 672-0268

Signature

Signature

*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 |
|-----------|------------------------------------------------|-----------------------|
| Name      | <b>Patricia Capling</b>                        | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                |                       |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
|           | 217 York Street, 5th Floor, London, ON N6A 5P9 |                       |
| Title     |                                                | 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 6 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**

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 OHSA/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                |                       |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
|           | 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 7 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

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

Page 8 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:

(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

Name

Title

Signature

Inspector Data

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

Fax: (519) 672-0268

Signature

Patricia Capling

Worker Representative

Name

Title

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

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

Tel: (519) 630-9648

Fax: (519) 672-0268

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.

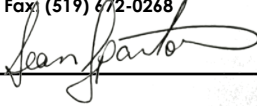
This Initiative focuses on:

- 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:

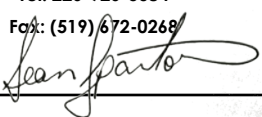
This Inspector reviewed the summary of violent incidents provided with persons contacted at the time of visit. The persons contacted indicated that there are methods in place for reporting, documenting, responding to, and investigating violent incidents at the workplace.

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

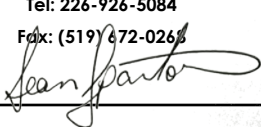
A copy of this assessment was provided to this Inspector and discussed with persons contacted.

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 |
|-----------------|-----------------------------------------------------------------------------------------------|-----------------------|
|                 | <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 _____     | CMHSPDNCCompliance@ontario.ca                                                                 | Title _____           |
|                 | <b>Tel: 226-926-5084</b>                                                                      |                       |
|                 | <b>Fax: (519) 672-0268</b>                                                                    |                       |
| 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.

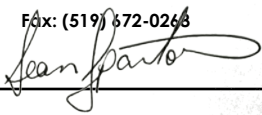
Working Alone General Resource: CCOHS: Working Alone - General  
<<https://www.ccohs.ca/oshanswers/hsprograms/alone/workingalone.html>>

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 |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 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) 872-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                                                      | Title _____           |
| 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**

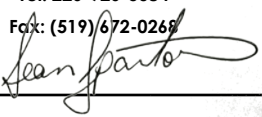
Notice ID:

- 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.

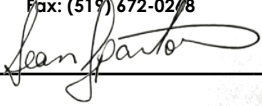
Student specific information and instruction is provided to workers who work directly with students requiring behavioural support through the documented Management of Aggressive Behaviour Safety Plans.

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

Page 7 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:

- 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/laws/regulation/900857)) <<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

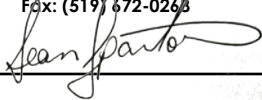
In an emergency, always call 911 immediately.

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 |
|-----------------|-----------------------------------------------------------------------------------------------|-----------------------|
|                 | <b>Sean Spanton</b>                                                                           |                       |
| Name _____      | 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 _____           |
|                 | CMHSPLDNCompliance@ontario.ca                                                                 |                       |
|                 | <b>Tel: 226-926-5084</b>                                                                      |                       |
|                 | <b>Fax: (519) 672-0268</b>                                                                    |                       |
| 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**

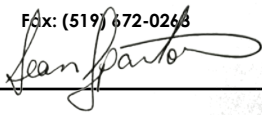
Org/Ind Role  
**Owner**

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) 672-0268 | 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

CMHSPLDNCompliance@ontario.ca

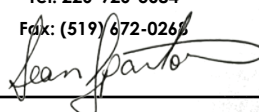
Title \_\_\_\_\_

Tel: 226-926-5084

Fax: (519) 672-0266

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.

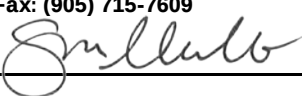
Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers.

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 |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name _____      | <b>Samantha Morello</b>                                                                                                                                                                                  | Name _____            |
| Title _____     | 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: (905) 301-9085<br>Fax: (905) 715-7609 | Title _____           |
| 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                                                                   |                       |
|                 | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4                                                |                       |
| Title _____     | MOLComplianceFormsNewmarket@ontario.ca                                                        | Title _____           |
|                 | <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)

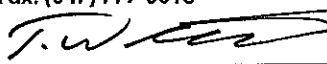
2. Workplace violence risk reassessment

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                                                                                 |                       |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                               |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                   |                       |
| Title     | 1600-5001 Yonge St, North York ON M7A 0A3                                                     |                       |
|           | 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: **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

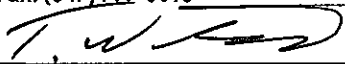
- Risk Assessment was completed on March 29, 2023. The employer provided a copy to the Undersigned Inspector. No previous risk assessment on file for this location prior to 2023.
- At the time of the visit a conversation was had surrounding risk reassessments

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>                                                                           | Name                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                                                                |                       |
|           | PROVINCIAL OFFENCES OFFICER                                                                    |                       |
| Title     | 1600-5001 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 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.

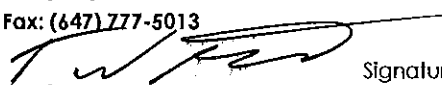
The workplace violence program must include:

- 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 | ActReg | Year | Sec.   | Sub | Clause | Text of Order/Requirement                                                                                                                                                                                                                                             | Comply by Date |
|--------------|------|--------|------|--------|-----|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|              | Code |        |      |        |     | Sec.   |                                                                                                                                                                                                                                                                       |                |
| 1            | Time | 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    |
| 04630SGMQ381 |      |        |      |        |     |        |                                                                                                                                                                                                                                                                       |                |

### Recipient

Name \_\_\_\_\_  
Title \_\_\_\_\_

### 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

### Worker Representative

Name \_\_\_\_\_  
Title \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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: 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<br>Code | 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 | 32.0.2 | 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) 394-7930**JHSC Status:  
**Active**Work 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      |  | <b>Thomas Wright</b>                                                                                                     | Name                  |  |
| Title     |  | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                           | Title                 |  |
| Signature |  | 00-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 | 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

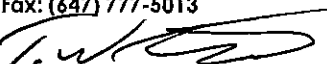
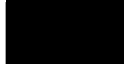
2. Risk Assessment

- 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.

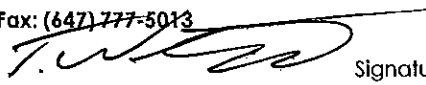
The workplace violence program must include:

- 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<br>1600-5001 Yonge St, North York ON M7A 0A3<br>Tel: (416) 500-8590<br>Fax: (647) 777-5013 | Name _____                                                                                      |
| Title _____                                                                              | MOLCOMPLIANCEIHSTORW@ontario.ca                                                                                                                                                   | 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

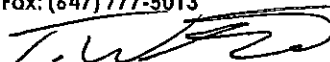
Title \_\_\_\_\_

Tel: (416) 500-8590

Fax: (647) 777-5013

Signature \_\_\_\_\_

Signature



Signature



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  
MOLCOMPLAANCEIHSTORW@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: \_\_\_\_\_

Ministry of Labour, Immigration,  
Training and Skills Development

Safe At Work Ontario



Operations Division Occupational  
Health and Safety

## Field Visit Report

Page 1 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**

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                  |
| Title     | OCCUPATIONAL HEALTH & SAFETY INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>600-5001 Yonge St, North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORW@ontario.ca<br>Tel: 416-358-4692<br>Fax: 647-777-5013 | Title                 |
| 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**

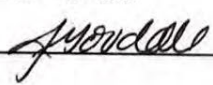
Notice ID:

**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.

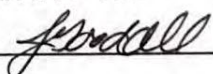
The workplace violence program must include:

- 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

Page 4 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**

<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 \_\_\_\_\_

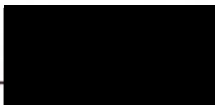
1600-5001 Yonge St, North York ON M7A 0A3  
MOLCOMPLIANCEIHSTORW@ontario.ca

Title \_\_\_\_\_

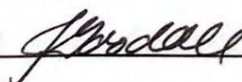
**Tel: 416-358-4692**

**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         | 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    |
| 04466SGDQ399 |              |        |      |        |             |        |                                                                                                                                                                                                                                                       |                |

Recipient

Inspector Data

Worker Representative

Name

**Jaclyn Goodall**  
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 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, WILTON, 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.

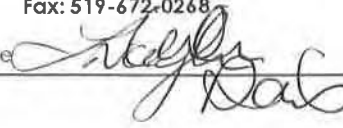
Workplace violence is defined in the OHS Act as:

- 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                                                                 |                       |
|           | Tel: 519-851-5538                                                                             |                       |
|           | Fax: 519-672-0268                                                                             |                       |
| 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:



### REQUESTED:

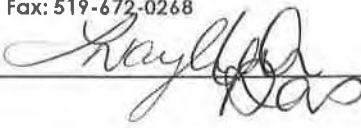
- \* Copy of most recent Workplace Violence Risk Assessment for this workplace
- \* Summary of workplace violence incidents for September 2022 school year to date

### 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**

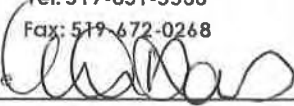
- phones / two-way radios / PA system
- post-incident reviews
- Personal Protective Equipment (PPE)
- emergency drills

### 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 A  | 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

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: 519-473-0268

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

Title

Signature

Paul Marut

O.H.S.A. & B.O.S.T.A. INSPECTOR  
PROVINCIAL OFFENCES OFFICER  
104-200 First Ave W, North Bay, ON P1B 3B9

Tel: (705) 690-9473

Fax: (705) 497-6850

Signature

Name

Title

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

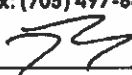
<<https://www.pshsa.ca/resources/workplace-violence-risk-assessment-toolkit-for-the-education-sector>>

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/mlttd-workplace-violence-in-education-compliance-initiative-w](https://www.pshsa.ca/training/free-training/mlttd-workplace-violence-in-education-compliance-initiative-webinar)  
ebinar>

| 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: 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

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 | Inspector Data                                                                                                                     | Worker Representative |
|-----------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Name      | Patricia Capling<br>O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>7 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

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

Notice ID:

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<br>Tel: (519) 630-9648<br>Fax: (519) 672-0268 | Name _____            |
| Title _____     |                                                                                                                                                                                           | Title _____           |
| Signature _____ | Signature <i>Patricia Capling</i>                                                                                                                                                         | Signature _____       |

Operations      Occupational  
Division      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 |
|-----------------|------------------------------------------------|-----------------------|
|                 | <b>Patricia Capling</b>                        |                       |
| Name _____      | 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 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  
361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Notice ID:

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 |
|-----------------|------------------------------------------------|-----------------------|
|                 | <b>Patricia Capling</b>                        |                       |
| Name _____      | 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 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.

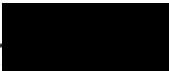
It is also the expectation of this Inspector that workplace specific training on violence includes the risks of violence identified through the risk assessment process and measures taken to mitigate the risks for the protection of workers.

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 _____                                                                                    | <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 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      Occupational  
Division      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.

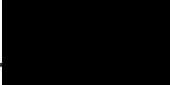
Additional Behaviour Management Systems (BMS) training and work specific training is provided to Administration (Principal/Vice Principal), EAs, Developmental Classroom Teachers (LST) and behavioural support workers, as applicable, working directly with students who have a developed Management of Aggressive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

The employer is reminded that, as per 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
- (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      Occupational  
Division      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  
361 SECOND STREET, STRATHROY, ON, CANADA N7G 4J8

Notice ID:

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:              | 0323459JV863                                                                       |               |              |
| Field Visit no:           | 0323459JV864                                                                       | Visit Date:   | 2023-MAR-08  |
| Field Visit Type:         | INITIAL                                                                            |               |              |
| Workplace Identification: | SIMCOE COUNTY DISTRICT SCHOOL BOARD<br>1170 HWY 26, MIDHURST, ON, CANADA L0L 1X0   |               | Notice ID:   |
| Telephone:                | JHSC Status:                                                                       | Work Force #: | Completed %: |
| (705) 728-7670            | Active                                                                             | 150           |              |
| 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                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                |                       |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
| Title     | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4 | Title                 |
|           | MOLComplianceFormsNewmarket@ontario.ca         |                       |
|           | Tel: (416) 434 1783                            |                       |
|           | Fax: (905) 715-7609                            |                       |
| Signature | Signature <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                  |
|           | O.H.S.A. & B.O.S.T.A. INSPECTOR                |                       |
|           | PROVINCIAL OFFENCES OFFICER                    |                       |
| Title     | 102-17345 Leslie Street, Newmarket ON, L3Y 0A4 | Title                 |
|           | MOLComplianceFormsNewmarket@ontario.ca         |                       |
|           | Tel: (416) 434-1753                            |                       |
|           | Fax: (905) 715-7609                            |                       |
| Signature | Signature <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

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

Tel: (416) 434 1753

Fax: (905) 718-7609

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.**

|           |                                                                                                                                      |           |                       |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------|
|           | Inspector Data                                                                                                                       |           | Worker Representative |
|           | <b>WAYNE MURPHY</b>                                                                                                                  |           |                       |
| Name      | O.H.S.A. & B.O.S.T.A INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                                        | Name      |                       |
| Title     | 22-17345 Leslie Street, Newmarket ON, L3Y 0A4<br>OHComplianceFormsNewmarket@ontario.ca<br>Tel: (416) 434 1753<br>Fax: (905) 715-7609 | Title     |                       |
| Signature | Signature <i>Wayne Murphy</i>                                                                                                        | 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

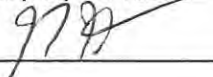
17345 Leslie Street, Newmarket ON, L3Y 0A4

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

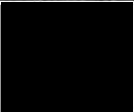
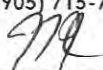
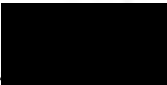
At time of visit discussion with workplace parties indicated that safety plans had recently been developed and implemented for multiple students. Workplace parties indicated that safety plans were provided to workers working with students requiring safety plans, but that safety plan layout and contents 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)>

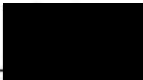
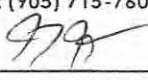
- Guide to the Occupational Health and Safety Act | Part V: Right to refuse or to stop work where health and safety in danger | [ontario.ca](https://www.ontario.ca) -

<<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**

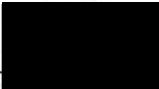
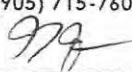
Field Visit Type: **INITIAL**

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<br>Code         | ActReg | Year | Sec.   | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                    | Comply by Date |
|----|----------------------|--------|------|--------|-------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1  | Time<br>04471SDXR632 | 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    |
| 2  | Time<br>04471SDXR633 | 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    |
| 3  | Time<br>04471SDXS634 | 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    |

Recipient

Inspector Data

Worker Representative

Name \_\_\_\_\_

**Nick Hughes**  
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.

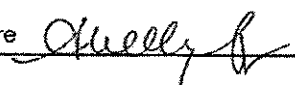
Workplace violence in the education sector is a major, ongoing issue. There is increasing evidence that injuries are occurring in elementary and secondary schools that affect teachers, educational assistants, and other workers. This initiative focuses on:

- 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<br>D.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER<br>349 St W, 14th Flr., Hamilton, ON, L8P 4Y7 | Name                  |
| Title     | DLI@SHAMILTONEAST@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 2 of 9

OHS Case ID: 02883SGDV457

Field Visit no: 02883SGFH459

Visit Date: 2023-MAR-24

Field Visit Type: FOLLOW-UP

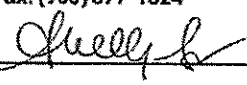
Workplace Identification: GEDSB - PRINCE CHARLES PUBLIC SCHOOL

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><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>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 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>                                                                                                                                                                            | Name _____            |
| Title _____     | 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 | 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

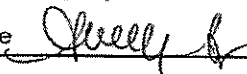
- the workplace parties noted concerns regarding the inability to suspend a student before grade 4

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)

[\\_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>

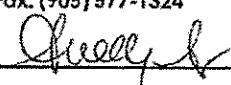
- Public Services Health and Safety Association | MLITSD: Workplace Violence in Education Compliance Initiative Webinar (pshsa.ca)

<https://www.pshsa.ca/training/free-training/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

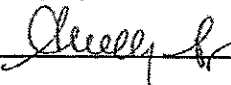
Mailing Address:

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 | OHSA    | 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 | OHSA    | 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<br>Code         | Act/Reg | Year | Sec. | Sub<br>Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Comply by Date |
|----|----------------------|---------|------|------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|    |                      |         |      |      |             |        | object of opportunity in this classroom. The employer shall comply with this order on or before 31 March 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
| 3  | Time<br>02883SGFJ462 | 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    |
| 4  | Time<br>02883SGFJ463 | 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    |

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:

Org/Ind Role

GRAND ERIE DISTRICT SCHOOL BOARD

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 |         |      |      |     |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
|              |      |         |      |      |     |        | 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  
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      Occupational  
Division      Health and Safety

Field Visit Report

Page 9 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. |        |                                                                                                                                                                                                                                                                                                                                                                                       |                |
|              |      |         |      |      |      |        | 2023.                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 7            | Time | OHSA    | 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  
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

# Workplace Violence in Education Initiative

## Inspector Resource Toolkit

---

*February 1, 2023 – March 31, 2023*

# Contents

---

|                                                |   |
|------------------------------------------------|---|
| Initiative Rationale .....                     | 3 |
| Phase 1: Compliance Assistance .....           | 4 |
| Phase 2: Focused Inspections .....             | 4 |
| Workplaces .....                               | 4 |
| STCs .....                                     | 4 |
| Key Focus for Inspectors .....                 | 4 |
| Narrative .....                                | 7 |
| Internal Resources .....                       | 7 |
| External Resources .....                       | 7 |
| Appendix A: Narrative .....                    | 8 |
| Appendix B: Procedure for a work refusal ..... | 9 |

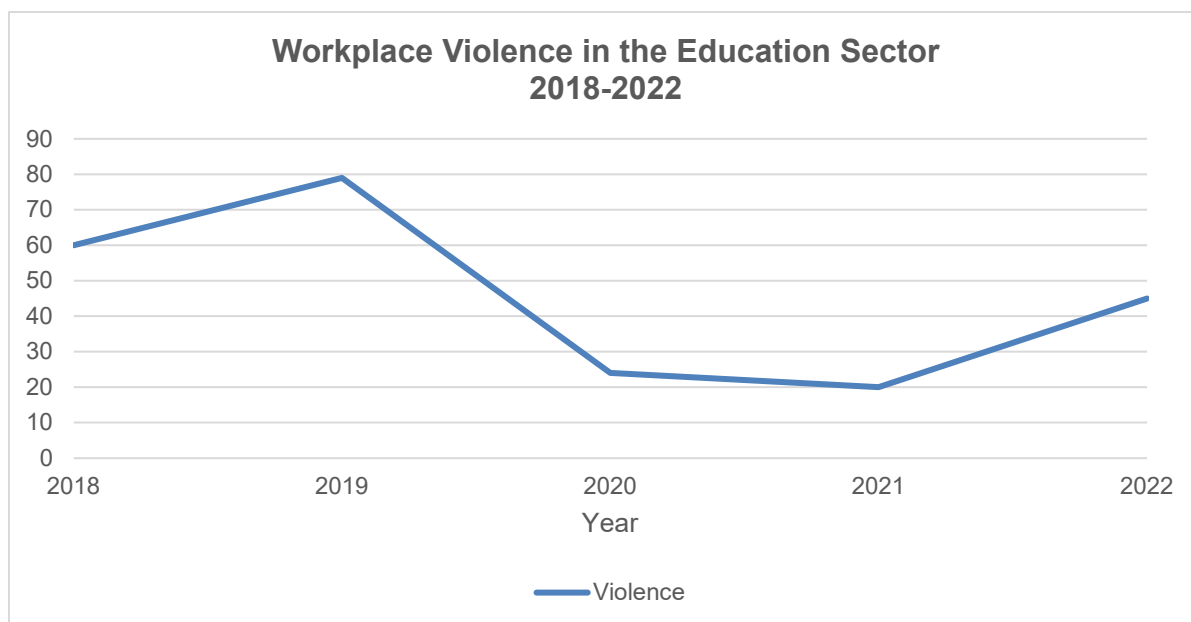
## Initiative Rationale

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*

Internal Use Only

MLITSD, Occupational Health and Safety Branch, IHSP

*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?
  - 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:
  - Can workers summon immediate assistance?
  - Are safe work practices being followed?
  - Are workers wearing the PPE that the employer requires them to wear?
  - 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

- 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.



# CUPE·SCFP

---

## **MEMORANDUM**

**To:** Ontario Region School Board Locals and National Staff

**From:** Laura Walton – President OSBCU

Paul Sylvestre– CUPE National Health and Safety Representative

**Re:** MLITSD Initiative – Workplace Violence in the Education Sector

---

**Note:** This memo and the related webinar are intended for Ontario K-12 CUPE Local Executive Committee members, stewards, health and safety leads and those representing CUPE members on a Joint Health and Safety Committee (“JHSC”) or as a Health and Safety Representative (“HSR”)

Each year, the Ministry of Labour, Immigration, Training and Skills Development (“MLITSD”) plans initiatives to raise awareness about specific workplace hazards and enforce compliance with the *Occupational Health and Safety Act* (“OHSA”) on those specific hazards. The scope of an upcoming compliance initiative will focus on workplace violence (“WV”) in the education sector. The initiative has two phases.

### **Phase 1: Education, outreach and awareness**

- April 1, 2022 to March 31, 2023
- Compliance support with the Public Services Health and Safety Association (PSHSA)

### **Phase 2: Inspection blitz**

- February 1, 2023 to March 31, 2023
- Workplace field visits conducted by MLITSD health and safety inspectors to check that school boards are complying with the OHSA and its regulations, and to raise awareness about specific workplace issues.

To support CUPE/OSBCU education worker locals in this initiative, the following memo includes legislative information, issues to potentially raise with MLITSD inspectors, best practices and resources. Any deficiencies identified in health and safety programs and training can be addressed directly with the employer at the next JHSC meeting or with an inspector should they choose to inspect a CUPE workplace during the inspection blitz.

**Reminder:** A complaint about health and safety can always be filed with the MLTSD [HERE](#).

OSBCU will hold a webinar on this initiative on **January 23, 2023 (11am – 12:30pm)** and **January 25, 2023 (6pm – 7:30pm)**.

**Register here:** [https://us02web.zoom.us/webinar/register/WN\\_vV8SCYZ-QgWXufgCFLlwyg](https://us02web.zoom.us/webinar/register/WN_vV8SCYZ-QgWXufgCFLlwyg)

**NOTE:** The following is for CUPE information purposes. It is not legal advice, nor does it replace OHS legislation.

## **Legislative Requirements for Workplace Violence**

The OHSA sets out minimum requirements for all workplaces in Ontario. It includes duties for workplace parties (employers, supervisors, workers, etc.) which must be complied with at all times. Often the minimum requirements of the OHSA are not sufficient to protect workers from specific hazards in the workplace. For this reason, a JHSC or HSR should continually identify unsafe situations, gather information about hazards and make recommendations to improve workplace conditions.

Although MLITSD inspectors provide advice on improving health and safety conditions and help workplace parties work together on shared concerns, they are primarily concerned with ensuring workplace parties comply with their minimum legislative duties.

The definition of WV in the OHSA has three components; 1) the exercise of physical force against a worker, 2) attempts of physical force against a worker and threats to use physical force against a worker.<sup>1</sup> Acts of violence under the criminal code will generally fall under the definition of WV. Notably, a student does not need to have the capacity to understand that their behaviour could cause physical injury to fall under the definition of WV. A school board may attempt to minimize WV by using words like aggressive reactions or responsive behaviour, etc. However, actions or threats that result or could result in bruising, scratches, scrapes, and cuts typically fall under the definition of WV. Employers are expected to identify and deal with inappropriate and/or unacceptable behaviours early to minimize the potential for these actions to lead to workplace violence.

School boards have general and specific duties under the OHSA to ensure workers are protected from the risks of WV.

### **General Duties:** An employer must:

- Ensure workers receive appropriate training, information and supervision to protect themselves from the risks of WV [s. 25 (2) (a)]
- Acquaint workers and supervisors with risks of WV in the workplace [s. 25 (2) (d)]
- Take every precaution reasonable to protect workers from WV [s. 25 (2) (h)]
- Take every precaution reasonable to protect workers that may be exposed to physical injury from domestic violence in the workplace [s. 32.0.4]

### **Specific Duties:** An employer must:

- Have a policy related to WV and a program to enforce the policy [s. 32.0.1 (1) (a), s. 32.0.2 (1)]
- Review the policy annually and, if there are six or more regularly employed workers at the workplace, post a written copy of the policy [s. 32.0.1 (1) (c), (2), (3)]

---

<sup>1</sup> Workplace violence means “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.”

- Ensure the program related to WV includes:
  - o Measures and procedures to protect a worker from the risks identified in an assessment or reassessment of the risks of WV [s. 32.0.2 (2) (a)]
  - o Measures and procedures for summoning immediate assistance when WV is occurring or likely to occur [s. 32.0.2 (2) (b)]
  - o Measures and procedures for workers to report incidents of workplace [s. 32.0.2 (2) (c)]
  - o Steps the employer will take to investigate and deal with incidents of WV [s. 32.0.2 (2) (d)]
- Ensure general and specific risks of WV at the workplace are assessed and reassessed as often as necessary to protect workers [s. 32.0.3 (1), (2), (4)]
- Provide a JHSC/HSR with the results of an assessment or reassessment of the risks of WV [s. 32.0.3 (3), (5)]
- Provide workers training and education on the policy and program for WV [s. 32.0.5 (1) (a)]
- Provide a worker with information about a person with a history of violent behaviour if:
  - o The worker is likely to encounter that person in the course of their work; and
  - o The encounter will likely result in physical injury [s. 32.0.5 (3), (4)]

Attached to this memo are the following two OHSA compliance checklist which can be used to help determine if the school board is attaining the minimum legislative duties for health and safety.

Appendix A - General OHSA duties of the employer

Appendix B - OHSA duties of the employer specific to WV

### **Preparing for a possible inspection**

You don't need to be an expert in occupational health and safety (OHS) to raise a concern with a Ministry inspector. However, it helps to gather your information and have it ready before an inspection to improve your case that the workplace conditions are unsafe. Items you should gather for this initiative include:

- A copy of the WV policy, program, and training materials, if any.
- Notices/reports of repeated incidents WV at a particular workplace (school)
- Notices/reports of repeated incidents involving a specific classroom/student(s)
- The most recent assessment or reassessments of the risk of WV
- Outdated and/or inadequate measures and procedures in student safety plans ("SSP")<sup>2</sup> that don't protect workers from repeated incidents

---

<sup>2</sup> Also called worker safety plan, behaviour management plan or notification of potential risks of physical injury.

- Any experiences where workers were exposed to worker violence and were unable to summon immediate assistance (e.g., poor communication methods, no one to receive call for help) or intervening assistance wasn't available (e.g., short staffing or response team not on hand).
- Any experiences where the school board or an administrator was aware that domestic violence would likely expose workers to physical injury at the workplace, did not inform staff or failed to implement reasonable precautions to protect staff. See also: <https://www.ontario.ca/document/workplace-violence-school-boards-guide-law/domestic-violence-awareness-and-response-process>
- Minutes from JHSC meetings where WV was raised, and the employer failed to take reasonable precautions or agree to recommendations.

CUPE National has a fact sheet to prepare members for dealing with health and safety inspectors [HERE](#).

### **Raising issues with OHS Inspectors**

#### **1. Compliance issues**

First, you should raise any “No” item identified after completing the OHS compliance checklists.

#### **2. Assessments and reassessments**

Next, you'll want to point out examples where workers reported multiple incidents and the school failed to reassess the risks and adjust the SSP. As mentioned above, an employer must reassess the risks of WV as often as necessary to protect a worker from WV. Similar and repeated incidents of WV demonstrate that the current measures and procedures are unnecessarily exposing workers.

A hazard and risk assessment is a process for learning about a hazard, evaluating the existing control program to protect a worker from the hazard and the risks, and implementing new controls to cover any gaps in existing programs. For more information on assessments and reassessments of the risks of WV, see:

<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law/workplace-violence-risk-assessment>

<https://www.ontario.ca/document/workplace-violence-school-boards-guide-law/reassessing-risk-workplace-violence>

A trigger to assess or reassess the general risks at a location or specific risks from a student or classroom can include:

- Changes to the layout or physical environment of the workplace
- New staff assignments or job categories at the school
- High staff turnover at school
- New training, security protocols or means of summoning immediate assistance
- Increased incidents of WV at a location or in a room.

- Repeated incidents of WV involving the same person
- Curriculum or scheduling changes
- At the beginning of the school year
- Changes to student drop off/pick up locations or transportation
- Before a field trip
- Before introducing new personal protective equipment or devices
- Incidents involving weapons or gang activity

See Appendix E – CUPE Sample Violence Hazard Assessment / Inspection Checklist

Request from an inspector that orders be written to the school board to reassess the risks of WV and review SSP if the above-noted conditions exist. The written results of a risk assessment of WV must be shared with the JHSC/HSR.

**NOTE:** A risk assessment under the OHSA is not the same as a student's psychological or behavioural assessment. Nevertheless, those types of assessments can help inform components of an SSP, including identifying triggers and strategies to recognize escalating behaviours. The student is not the hazard, per se; instead, it is the unsafe workplace conditions and lack of measures and procedures to control WV.

### **3. Investigations**

Too often, the reports of WV made by workers go unanswered, disappear once they are forwarded or take too long to investigate. As such, school boards must have a transparent process on how they will investigate and deal with incidents of WV. There are specific requirements on how they must deal with an incident. However, there is an expectation that they should treat the matter expeditiously to avoid recurring incidents. Reasonable measures following the incident can include:

- Debriefing with those involved in the incident, including witnesses
- Reassessing the risks
- Evaluating the behaviour safety plan
- Implementing new controls (instruction, information, training, etc.)

Raise with the inspector if the employer is not transparent on how they investigate incidents and timely resolve them. Request that orders be written to reassess the risks of WV and behaviour safety plans to be reviewed.

See Appendices C & D for examples where inspectors have written orders to reassess the risks of WV and review the BSP

### **4. Information and notices to the JHSC/HSR and the Union**

The JHSC/HSR is entitled to receive notices with information related to incidents of WV. If the JHSC/HSR is not receiving the information from the employer, they will not be able to effectively carry out their functions and powers.

Under sections 52 (1) of the OHSA, the JHSC or HSR and the Union are entitled to receive notice within four days, if:

- an accident or incident of WV disables a worker from performing their usual work
- an accident or incident of WV which requires a worker to seek medical attention

The notice must include details as outlined in section 3 of O.Reg 420/21.

- The name, address and type of business of the employer.
- The name of the worker
- The nature and circumstances of the occurrence, including a description of any machinery, equipment or procedure involved
- The time, date and place of the occurrence
- The names and addresses or other contact information of any witnesses to the occurrence.
- The steps taken to prevent a recurrence

**NOTE:** The details provided in the notice to the JHSC/HSR and the Union are not constricted by privacy legislation.

If the JHSC/HSR or the Union is not receiving these notices with the prescribed details within four days, it should be raised with an inspector and a request that orders be written.

Section 25 (2) (l)<sup>3</sup> describes the duty of an employer to provide the JHSC with any (written) report respecting occupational health and safety. If the employer is collecting information as part of the online reporting for Safe Schools Incident Reporting, they are collecting information that could be included in an occupational health and safety report. The information will not include information that identifies students. Yet, the information in a report could include the following:

- The type of violent incident
- Details of the incident
- Repeated incidents
- Lost-time injuries
- Weapons involved

There are no time delays when an OHS report must be provided to the JHSC/HSR.

## **5. Training and Information for Workers**

In general, the OHSA requires an employer to ensure a worker has received information, instruction and supervision to protect the worker. Additionally, a supervisor must advise a worker of any potential or actual WV risks of which the supervisor is aware.

The OHSA does not set out in precise detail the requirements of WV training and education that

---

<sup>3</sup> 25 (2) Without limiting the strict duty imposed by subsection (1), an employer shall, (l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and

an employer must provide to a worker. Under s. 32.0.5 (a), workers must be provided information and instruction (education and training) that is appropriate for the worker on the contents of the WV policy and program. Generally, that means information and instruction on:

- The measures and procedures to protect the worker from the risks of WV (recognizing escalating behaviours, de-escalation methods, crisis intervention, restraining techniques, use of protective equipment and materials, improving sightlines, prohibitions on working alone, emergency response teams, etc.)
- How to summon immediate assistance
- How to recognize and report an incident of WV (using the appropriate forms)

Where a worker is likely to be exposed to the risk of physical injury from a person with a history of violent behaviour during the course of their work, the school board or administration must provide appropriate information<sup>4</sup> to protect the worker. The information is typically provided in an SSP or notification of potential risks of physical injury. Although an SSP will focus on those who work directly with a student (EA's, ECE, CYW), a notification of potential risks of physical injury is useful for a worker<sup>5</sup> who can expect encounter a potentially violent student in a hallway, the office, schoolyard, library, etc.

The MLITSD recommends the following minimum components of an SSP.

- Description of the observable behaviour concerns
- Triggers or antecedents
- Prevention and intervention strategies to support workers and student safety
- Communication procedures for all workers (teaching and non-teaching) whether permanent or occasional
- Emergency communication procedures for all workers

See Appendix F and G for examples of SSPs and notification of potential risks of physical injury plans.

Raise examples with an inspector where workers are provided inadequate or outdated SSPs or where administrators don't notify workers of the risks of physical injury from violent students they may encounter during the course of their work.

### **Opportunity to Accompany an Inspector**

The OHSA, under section 54 (3), requires an employer to afford the opportunity for a worker member of the JHSC or the HSR to accompany the inspector during their physical inspection of a workplace or any part or parts thereof. There is no requirement that a specific worker member or the entire JHSC be provided with the opportunity to accompany the inspector. Nor is an inspector required to wait for the worker JHSC member to attend the inspection if the member is

---

<sup>4</sup> Includes personal information, however an employer or school boards and supervisors must not disclose more personal information about the person than is reasonably necessary to protect workers from physical injury. For example, workers may not need to know whether a student has a specific mental disability, but must know and understand the measures and procedures in the workplace violence program in order to protect themselves during an encounter.

<sup>5</sup> Includes itinerant, part-time or occasional staff

not at the physical workplace.

OSBCU recommends that CUPE Locals send a letter to the school boards reminding them of their obligations under section 54 (3) and demand assurances that they will notify the worker members of the JHSC or multisite JHSC when an inspector attends a location to make an inspection.

**Additional resources:**

|        |                                                                                                                                                                  |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MLITSD | <a href="#"><u>Workplace violence in school boards: A guide to the law</u></a><br><a href="#"><u>Understand the law on workplace violence and harassment</u></a> |
| CUPE   | <a href="#"><u>Violence Prevention Kit</u></a>                                                                                                                   |
| PSHSA  | <a href="#"><u>Workplace Violence Risk Assessment Toolkit for the Education Sector</u></a>                                                                       |

Appendix A - General OHSA duties of the employer (pg. 1-3)

Appendix B - OHSA duties of the employer specific to WV (pg. 4-6)

Appendix C - MLITSD Inspector Field Visit Report and Orders– Toronto DSB (pg. 7-10)

Appendix D - MLITSD Inspector Field Visit Report and Orders – Peel DSB (pg. 11-14)

Appendix E - CUPE Sample Violence Hazard Assessment / Inspection Checklist (pg. 15 -21)

Appendix F - Notification of Potential Risk of Physical Injury (Truncated Student Safety Plan)

Appendix G - Notification of Potential Risk of Physical Injury (General Safety Plan)



# OHSA Compliance Checklist for Locals in the Municipal (non-health care)/School Board/Post-Secondary sector

**LOCAL** \_\_\_\_\_ **NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This checklist considers important legal requirements under the Occupational Health and Safety Act (OHSA) and the Regulations. It is intended to be filled out by the worker side of the Joint Health and Safety Committee (JHSC) or the Health and Safety Representative (HSR), as applicable. Any answer that results in a "no" or "unsure" should be discussed at a JHSC meeting or between the HSR and the employer.

For greater clarity, HSR powers, rights and activities are described in section 8 and JHSC powers, rights and activities are described in section 9.

| Legislative functions, powers, and rights of the JHSC/HSR in the OHSA (not an exhaustive list)                                                                                                                                                       |     |    |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|------------------------------|
|                                                                                                                                                                                                                                                      | YES | NO | Unsure/<br>Not<br>applicable |
| Is the JHSC meeting at least every three (3) months or as set out in the terms of reference? s. 9 (33)                                                                                                                                               |     |    |                              |
| Does the JHSC keep minutes of the meetings? s. 9 (22)                                                                                                                                                                                                |     |    |                              |
| Are workers provided with a copy of those minutes for their own records?                                                                                                                                                                             |     |    |                              |
| Are the members of the JHSC permitted at least one (1) hour of paid time to prepare before a meeting and such time to attend a meeting? 9 (34) (a)                                                                                                   |     |    |                              |
| Does the JHSC have two (2) co-chairpersons (1 worker, one management) who share chairing responsibilities? s. 9 (11)                                                                                                                                 |     |    |                              |
| Does the JHSC have at least one (1) certified worker representative? s. 9 (12)                                                                                                                                                                       |     |    |                              |
| Is the workplace inspected at least monthly by the HSR or designated worker member of the JHSC? s. 8 (6) or 9 (26)                                                                                                                                   |     |    |                              |
| Is the JHSC/HSR afforded such (paid) time as necessary to inspect the workplace and investigate critical injuries/fatalities? s. s. 8 (15) or 9 (34) (c)                                                                                             |     |    |                              |
| Does the JHSC/HSR and the trade union receive immediate notification when a worker is killed or critically injured, followed by a report within 48 hours? s.51                                                                                       |     |    |                              |
| - In the case where a worker is killed or critically injured, is there a worker-led investigation (s.9(31)) and an inspection of the physical location of the incident? (s.8(14) or s.9(31))                                                         |     |    |                              |
| Does the JHSC/HSR and Union receive notice of workplace accidents or workplace violence incidents that disables a worker from their usual work or requires the worker to seek medical attention <u>within four (4) days</u> ? s. 52 (1)              |     |    |                              |
| Does the JHSC/HSR and Union receive notice of a worker who has suffered an occupational illness <b>OR</b> the filing of a claim of occupational illness with the WSIB by a worker or on behalf of the worker <u>within four (4) days</u> ? s. 52 (2) |     |    |                              |
| Do the above notices include the prescribed details so that JHSC/HSR can be appropriately consulted to identify situations that may pose a hazard to workers? s.8(10) or s.9(18 (a)) see also Ontario Regulation 420/21                              |     |    |                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |           |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---------------------------------------|
| Comments:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |           |                                       |
| <b><u>Legislative duties of the employer under the OHSA (Not an exhaustive list)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |           |                                       |
| <b>Does the employer...</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>YES</b> | <b>NO</b> | <b>Unsure/<br/>Not<br/>applicable</b> |
| - have at least one (1) certified management representative on the JHSC? s. 9 (12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |           |                                       |
| - advise the JHSC/HSR of OHS reports and provide a copy of the report if the report is in writing? s. 25 (2) (l)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |           |                                       |
| - provide a written response to JHSC/HSR/co-chair recommendations, which include: <ul style="list-style-type: none"> <li>• an implementation plan, <b>or</b></li> <li>• reasons for disagreeing with the recommendation</li> </ul> within 21 days? (s. 8(12-13) or s.9(19.1-21)                                                                                                                                                                                                                                                                                                                                                                                                    |            |           |                                       |
| - post the most recent version of the Occupation Health and Safety Act in a place visible to all workers? s. 25 (2) (i)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |           |                                       |
| - post a copy of the Health and Safety Policy in a place visible to all workers? s. 25 (2) (k)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |           |                                       |
| - review the occupational health and safety policy annually? s. 25 (2) (j)<br><i>NOTE: All OHS policies and programs (new or revised) should be brought to the HSR/JHSC before implementation.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |           |                                       |
| - maintain an occupational health and safety program and ensure its implementation? S. 25(2)(j)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |           |                                       |
| - provide instruction and training on the use and care of personal protective equipment and protective clothing, equipment and devices before using or wearing? s. 79 (reg. 851)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |           |                                       |
| - provide to workers information and instruction on the contents of the Workplace Violence Policy & Program? s. 32.0.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |           |                                       |
| - assess/reassess the risks of workplace violence and provide a copy of the assessment to the JHSC? s. 32.0.3 (1)(2)(3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |           |                                       |
| - post a copy of the Workplace Harassment Policy in a place visible to all workers? s. 32.0.1 (2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |           |                                       |
| - have a written program for Workplace Harassment with measures and procedures that set out: <ol style="list-style-type: none"> <li>1. how a worker will report incidents of workplace harassment?</li> <li>2. how a worker will report incidents of workplace harassment to a person other than their supervisor, when the supervisor is the alleged harasser?</li> <li>3. how the employer will investigate and deal with allegations of workplace harassment?</li> <li>4. how the employer will inform the person who made the complaint and the alleged harasser the results of the investigation and of the corrective steps taken or will be taken? s. 32.0.7 (1)</li> </ol> |            |           |                                       |

|                                                                                                                                                                                                                                |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| - review the Workplace Harassment Program, in consultation with the JHSC, at least annually? s. 32.0.6 (1)                                                                                                                     |  |  |  |
| - provide workers with information and instruction on the contents of the Workplace Harassment Policy & Program? s. 32.0.8                                                                                                     |  |  |  |
| <b><u>Legislative duties of the Employer - WHMIS and Hazardous Chemical, Biological and Physical Agents* under the OHS Act and Regulation 860</u></b>                                                                          |  |  |  |
| Is there a program to review worker's familiarity with WHMIS at least annually? s. 42 (3)                                                                                                                                      |  |  |  |
| Is the worker education program for WHMIS developed in consultation with the JHSC? s. 42 (2)                                                                                                                                   |  |  |  |
| Is the WHMIS program updated to reflect the changes in WHMIS 2015 (GHS)? s. 7 (1) (Reg. 860)                                                                                                                                   |  |  |  |
| Has the employer removed products in the workplace with WHMIS 1988 supplier labels? s. 8 (1) – (11) (Reg. 860)                                                                                                                 |  |  |  |
| Has the employer updated safety data sheets to reflect the changes required under WHMIS 2015? s. 17 (1) – (3) (Reg. 860)                                                                                                       |  |  |  |
| Is there training provided to new workers who work with or in proximity to hazardous materials on the storage, use, handling and disposal of those materials (chemical & biological)? s. 42 (1), s. 6, 7 (c) (Reg. 860)        |  |  |  |
| Is there ongoing training for current workers who work with or in proximity to hazardous materials on the storage, use, handling and disposal of those materials (chemical & biological)? s. 42(1), s. 6, 7 (1) (c) (Reg. 860) |  |  |  |
| Are workers familiar with the contents required on supplier and workplace label and the significance and information on the labels? s. 7 (1) (a) (Reg. 860)                                                                    |  |  |  |
| Are workers familiar with the contents required on supplier and workplace labels and the significance and information on the labels? s. 7 (1) (a) (Reg. 860)                                                                   |  |  |  |
| Are workers familiar with the contents required on a safety data sheet and the purpose and significance of the information contained on a safety data sheet? s. 7 (b) (Reg. 860)                                               |  |  |  |
| Are safety data sheets accessible to all workers? s. 38. (1.1)                                                                                                                                                                 |  |  |  |
| Is information made available to workers about physical agents* produced or emitted in the workplace? s. 40 (2)                                                                                                                |  |  |  |
| Are identifying/warning signs about hazardous physical agents* posted in the workplace? s. 40 (3)                                                                                                                              |  |  |  |
| Comments:                                                                                                                                                                                                                      |  |  |  |

\* **Hazardous Physical Agents** include: noise, vibration, radiation (X-rays), electromagnetic fields (high voltage, computer monitors), radiofrequency energy (cell towers), high heat and extreme cold

***Please note that the information provided on this sheet does not constitute legal advice. If you have any questions about health and safety law, speak to your Local Executive, CUPE National Servicing representative, or CUPE National Health and Safety Specialist.***

**Duties of the employer and OHS Compliance Checklist -**  
**Workplace violence**



| SECTIONS                 | <b>Important duties of the employer under the Act (Ontario)</b><br>(not an exhaustive list)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------|
| 25 (2) (h)<br>27 (2) (c) | <b>Take every precaution reasonable</b> in the circumstance to protect a worker.<br>NOTE: The duty also applies to supervisors, as defined in the OHS Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |    |               |
| 25 (1) (a) (b)<br>(d)    | Ensure that any <b>protective equipment, devices and materials required by the Regulations are provided to workers, maintained in good condition and used.</b><br>NOTE: A worker is expected to be trained on the use, care and limitations of equipment, materials and protective devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |               |
| 25 (1) (c)               | Ensure that the <b>measures and procedures</b> required by the Regulations <b>are carried out in the workplace.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |    |               |
| 25 (2) (a)               | Provide <b>information, instruction and supervision to protect the health and safety of a worker</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |    |               |
| 25 (2) (d)               | <b>Acquaint a worker or person in authority over a worker with:</b> <ul style="list-style-type: none"><li>➤ <b>Any hazard in the work; and</b></li><li>➤ The handling, storage, use, disposal and transport of:<ul style="list-style-type: none"><li>○ any article, device, equipment; or</li><li>○ biological, chemical, or physical agent.</li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                        |     |    |               |
| 25 (2) (c)               | <b>Appoint a supervisor who is competent</b> because of: <b>1.</b> knowledge, training and experience to organize the work and its performance, <b>2.</b> familiarity with the Act and the regulations, <b>3.</b> knowledge of any potential or existing hazard or danger in the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |               |
| SECTIONS                 | <b>Duties of the employer under Part III.0.1<br/>Violence and Harassment of the Act (Ontario)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes | No | Unsure<br>N/A |
| 32.0.1 (1) (a)<br>(c)    | Prepare and review, at least annually, <b>a written workplace violence policy.</b><br>NOTE: The Policy should be signed and include the date of the last review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |               |
| 32.0.1. (2)              | <b>Post the written workplace violence policy</b> in a conspicuous place in the workplace<br>NOTE: Applies to workplaces with six (6) or more workers are regularly employed).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |    |               |
| 32.0.2. (1) (2)          | Enforce the workplace violence policy by <b>developing and maintaining a program</b> that includes, at a minimum, the following criteria: <ul style="list-style-type: none"><li>➤ <b>The measures and procedures to control the risks of violence</b> identified in the risk assessment as likely to expose a worker to physical injury;</li><li>➤ The measures and procedures for <b>summoning immediate assistance</b> when workplace violence is occurring or <b>is likely to occur;</b></li><li>➤ The measures and procedures for workers to <b>report incidents</b> of workplace violence to the employer or supervisor;</li><li>➤ How the employer will <b>investigate and deal with incidents</b> or complaints of workplace violence.</li></ul> |     |    |               |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                | <b>NOTE:</b> A JHSC/HSR should request a written copy of the employer's workplace violence program to evaluate its contents and determine if it meets the objectives of the related policy.                                                                                                                                                                                                                                                                          |  |  |  |
| 32.0.5 (2) (a) | Provide <b>information and instruction that is appropriate to the worker</b> on the <b>contents of the workplace violence policy and program</b> .                                                                                                                                                                                                                                                                                                                   |  |  |  |
| 32.0.3 (1) (2) | <b>Assess the risks of workplace</b> violence that may arise from<br>a) the nature of the workplace (building, exits, floors, public access, stairwells, parking lot, etc.)<br>b) the type of work (job classifications, working alone, staffing levels, job duties, public interaction)<br>c) conditions of work (location, hours, shifts, weekends, after-hours, etc.)<br>The assessment will consider circumstances that are common and specific to the workplace |  |  |  |
| 32.0.3 (4)     | <b>Re-assess the risks of violence in the workplace as often necessary to ensure that the policy and program continue to protect workers from workplace violence</b><br>(e.g., after an incident of workplace violence, or when circumstances in the workplace change and may change the risk of workplace violence)                                                                                                                                                 |  |  |  |
| 32.0.3 (3) (5) | <b>Advise</b> the joint health and safety <b>committee</b> (or health and safety representative) of <b>the results of the assessment or re-assessment</b> and, if in writing, provide written copies.                                                                                                                                                                                                                                                                |  |  |  |
| 32.0.5 (3)     | <b>Provide information*</b> to a worker about a person in the workplace with a history of violence, if the worker can be expected to encounter the person during the course of their work and will likely expose the worker to physical injury.<br>*May include personal information.                                                                                                                                                                                |  |  |  |
| 32.0.5 (4)     | <b>Disclose no more personal information</b> about the person described in 32.0.5 (3) <b>than is necessary to protect a worker from physical injury</b> .                                                                                                                                                                                                                                                                                                            |  |  |  |
| 32.0.4         | Take every precaution reasonable <sup>+</sup> to protect any worker in the workplace likely to be exposed to physical injury resulting from <b>domestic violence</b> .<br><sup>+</sup> Applies to circumstances where the employer is aware or ought to reasonably be aware that domestic violence will likely expose a worker to domestic violence in the workplace.                                                                                                |  |  |  |

### Definition of workplace violence in the Act

- **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, or
- 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.

## **Does the person need to intend to hurt the worker?**

“For workplace violence to occur, a person must apply, attempt to apply, or threaten to apply physical force against a worker. **However, they do not need to have the capacity to appreciate that these actions could cause physical harm.**

For example, a person may have a medical condition that causes them to act out physically in response to a stimulus in their environment. This would still be considered workplace violence.

Workplace violence could also include situations where two non-workers, patients for example, are fighting and a worker is injured when they intervene. The non-workers may not have intended their violence to spill over to anyone else, but they used physical force, which ultimately caused physical injury to a worker.

Employers would be expected to take these situations into account when assessing the risks of workplace violence and when dealing with incidents. They would be required to establish measures and procedures to protect workers from this type of behaviour.”

<https://www.ontario.ca/page/understand-law-workplace-violence-and-harassment>

***Please note that the information provided on this sheet does not constitute legal advice. If you have any questions about health and safety law, speak to your Local Executive, CUPE National Servicing representative, or CUPE National Health and Safety Specialist.***

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, [REDACTED]**

Completed %: **7**

Telephone: **[REDACTED]**

JHSC Status:

Work Force #: **53**

Persons Contacted: **[REDACTED]**

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                   | Inspector Data                                                                                                               | Worker Representative       |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Name <b>[REDACTED]</b>      | <b>Shona Kwasney</b>                                                                                                         | Name <b>[REDACTED]</b>      |
| Title <b>[REDACTED]</b>     | O.H.S.A. & B.O.S.T.A. INSPECTOR<br>PROVINCIAL OFFENCES OFFICER                                                               | Title <b>[REDACTED]</b>     |
| Signature <b>[REDACTED]</b> | 001 Yonge St. Rm 1600 North York ON M7A 0A3<br>MOLCOMPLIANCEIHSTORN@ONTARIO.CA<br>Tel: (437) 248-8360<br>Fax: (647) 777-5014 | Signature <b>[REDACTED]</b> |

Operations Division Occupational  
Health and Safety

OHS Case ID: 04631RSKV243

Field Visit no: 04631RS

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, ~~SK~~ had not received Crisis Prevention Institute training. Order issued.

*SK*  
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

*Worker on  
intervention  
team*

| 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  |

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 OHS Act. 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

Workplace Identification:

PUBLIC SCHOOL

NORTH YORK, ON,

Notice ID:

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 | ActReg | Year | Sec.   | Sub Sec. | Clause | Text of Order/Requirement                                                                                                                                                                                                                                                                                                                                                                                        | Comply by Date |
|--------------|-----------|--------|------|--------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1            | Time      | OHS    | 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    | 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    | 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    | 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

Shona Kwasney

Name

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

Name

PROVINCIAL OFFENCES OFFICER

Title

5001 Yonge St. Rm 1600 North York ON M7A 0A3

Title

MOLCOMPLAANCEIHSTORN@ONTARIO.CA

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**

Notice ID:

Workplace Identification:

**PUBLIC SCHOOL**

**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 | Act/Reg | 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      | <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  |

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 <sup>worker</sup> stated the they have recieved CPI training,  
<sup>CB</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

Title

M: 905-675-8853 Compliance FormsMississauga@ontario.ca

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     |
|---------------------|-------------|------------|-------------|---------------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>1</b>            | <b>Rqmt</b> | <b>OHS</b> | <b>1990</b> | <b>54</b>     | <b>1</b> | <b>c</b> | <b>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.</b>                                                                                                                                                                                                            | <b>2022-OCT-18</b> |
| <b>02751RSKP004</b> |             |            |             |               |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
| <b>2</b>            | <b>Time</b> | <b>OHS</b> | <b>1990</b> | <b>32.0.3</b> | <b>4</b> |          | <b>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.</b>                                                                                                                                                                                                                                                                                          | <b>2022-OCT-28</b> |
| <b>02751RSKP005</b> |             |            |             |               |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
| <b>3</b>            | <b>Time</b> | <b>OHS</b> | <b>1990</b> | <b>32.0.5</b> | <b>3</b> |          | <b>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.</b> | <b>2022-NOV-04</b> |
| <b>02751RSKQ006</b> |             |            |             |               |          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |

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

Title

MOLComplianceFormsMississauga@ontario.ca

Tel: (416) 200-4764

Fax: (905) 615-8853

Signature

Signature

Signature

## Sample Violence Hazard Assessment / Inspection Checklist

**CUPE members provide valuable services to members of the public in a variety of situations which can become difficult, or are more likely to expose them to violence. This form has been created to assist health and safety committee members to identify aspects of the workplace or work tasks that may place workers at a higher chance of being exposed to a violent incident. Not all work aspects listed in this document will be applicable to all workplaces. It is advised that health and safety committee members create a separate inspection from using only the aspects that are potentially relevant to their workplace, and that also allows for additional notes to be recorded.**

### Introduction section for your records:

|                                      |                         |
|--------------------------------------|-------------------------|
| Department/Unit:                     | Building/Site Location: |
| Person(s) Conducting the Inspection: | Inspection Date:        |
| Additional Comments:                 |                         |

| <b>Staffing</b>                                                                                                                         |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Training</b>                                                                                                                         |                                                          |
| Are workers trained in the emergency response plan (for example, escape routes, notifying the proper authorities)?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers trained to report violent incidents or threats?                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers trained in how to handle difficult clients or patients?                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers trained in ways to prevent or defuse potentially violent situations?                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers trained in personal safety and self-defence?                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers trained to identify situations that may escalate and become violent?                                                        |                                                          |
| Are workers trained to recognize signs of domestic violence and follow up, including helping with safety plans and referrals?           |                                                          |
| Are workers trained to recognize and address discrimination, stereotypes and harassment?                                                |                                                          |
|                                                                                                                                         |                                                          |
| <b>Security Staff</b>                                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there someone responsible for building security?                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there trained security personnel accessible to workers in a timely manner?                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers told who is responsible for security?                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a system in place such as a "buddy system" to use when workers are in potentially dangerous situations?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do security personnel have sufficient authority to take all necessary actions to ensure worker safety?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are security personnel provided outside the building (for example in front of entrances and in areas accessible to the general public)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the parking lot attended or otherwise secure?                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are security escorts available to walk employees to and from the parking lot?                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| continued...                                                                                                                            |                                                          |

|                                                                                                                        |                                                          |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Working Alone</b>                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| At the time of the inspection, were any work areas isolated?                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In isolated areas, is there a telephone or a sign directing you to assistance?                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In isolated areas, is the worker able to easily call for help?                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there alarms or panic buttons available and easily accessible?                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are alarms or panic buttons functioning? (date of test _____)                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Patterns of Movement</b>                                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do workers arrive and leave at the same time every day using the same route?                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Could someone easily get to know the patterns of a workers movement?                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there multiple well-lit routes or walkways people can take if they are concerned about the potential for violence? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can workers easily tell what is at the other end of each walkway or corridor?                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Marginalized Workers</b>                                                                                            |                                                          |
| Are there specific measures to prevent violence or harassment against marginalized workers:                            |                                                          |
| Workers with disabilities                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Racialized workers                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| New or recent immigrants                                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Gay, Lesbian, bisexual and transgender (LGBT) workers                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Aboriginal workers                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are marginalized workers represented in assessments and decision-making on health & safety?                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| <b>EMERGENCY ASSISTANCE</b>                                                    |                                                          |
|--------------------------------------------------------------------------------|----------------------------------------------------------|
| Has an emergency contact number been established for use:                      |                                                          |
| during regular hours of operation?                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| after regular hours of operation?                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are emergency numbers posted on phones?                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are emergency phones accessible in all areas?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a designated "safe" room where employees can go during an emergency?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does this room have a telephone and a door that can be locked from the inside? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| <b>WORKPLACE PROCEDURES</b>                                              |                                                          |
|--------------------------------------------------------------------------|----------------------------------------------------------|
| Are there safety procedures for employees that:                          |                                                          |
| work with the public?                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| handle money, valuables, or prescription drugs?                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| carry out inspection or enforcement duties?                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| provide services to the public such as care, advice, or education?       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| work with unstable or violent persons?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| work where alcohol is served?                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| work during the late hours of the evening or early hours of the morning? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| use public transit during the workday?                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| travel to other cities/countries?                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| stay in hotels?                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| continued...                                                             |                                                          |

|                                                                                                                                                                           |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| are likely exposed to prejudice and harassment as marginalized workers, e.g. as a minority of women in a male-dominated unit or of racialized or LGBT workers?            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are special security measures taken to protect people who work late at night (escorts, locked entrances, security call buttons etc.)?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have a policy for receiving, escorting, and identifying visitors?                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are authorized visitors to the building required to wear ID badges?                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are identification tags required for staff (omitting personal information such as the person's last name)?                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers notified of past violent acts or violence risk by particular clients, patients, co-workers etc.?                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is information treated carefully, for example shift schedules and work assignments on "need to know" basis, to prevent stalking or other violence?                        |                                                          |
| Is there an established liaison with local police, women's shelter and referral services?                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are patients or clients or visitors in waiting areas clearly informed by staff or simple signage how to use the department's services so they will not become frustrated? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are waiting times for patient or client services kept short to prevent frustration?                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there enough staff and supplies to provide needed services?                                                                                                           |                                                          |
| Are broken windows and locks and other property damage repaired promptly?                                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are security devices (locks, cameras, alarms, etc.) tested on a regular basis and repaired promptly when necessary?                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do workers avoid carrying items, which someone could use as a weapon against them?                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a safety manual and training to ensure it's well understood?                                                                                                     |                                                          |
| Are safety procedures, signage and other measures accessible to staff with literacy challenges or English/French as a second language?                                    |                                                          |

| FACILITY DESIGN                                                                                            |                                                          |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>General</b>                                                                                             |                                                          |
| Is the work area a highly visible area with adequate lighting?                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there controlled public access to the work area?                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there limited access points to the work area?                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are entrances and exits adequately lit?                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are entrances and exits under observation?                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there enough exits and adequate routes of escape?                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can exit doors be opened only from the inside to prevent unauthorized entry?                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there employee-only work areas that are separate from public areas?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you use coded cards or keys to control access to the building or to certain areas within the building?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you change locks/codes immediately if keys/cards are lost or misplaced?                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Could someone hear a worker call for help?                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is a secure place available for employees to store their personal belongings?                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are floor plans posted showing building entrances, exits and location of security personnel?               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are these floor plans visible only to staff and not to outsiders?                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are change rooms, washrooms and other gendered spaces safe for transgender workers?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are change rooms and washrooms safe for women, especially on night shifts or in male-dominated workplaces? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                            |                                                          |

|                                                                                                                         |                                                          |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Signage</b>                                                                                                          |                                                          |
| When you enter the building, are there signs to identify where you are?                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there signs inside the building showing you where to get emergency assistance?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are visitor areas and private areas clearly marked?                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are rules for visitors clearly posted?                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there adequate exit signs throughout?                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can the posted signs be easily seen by everyone?                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are the hours of operation clearly posted?                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                         |                                                          |
| <b>Reception and Waiting areas</b>                                                                                      |                                                          |
| Is your reception area easily seen and easy to get to?                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can the receptionist clearly see incoming visitors/patients?                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your reception area staffed at all times?                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can outsiders enter the building when there is no receptionist present?                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the reception area the first stop for visitors?                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the reception area function as a security screening area for unwanted visitors?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your receptionist work alone at times?                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there an emergency call button at the reception area?                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If there is an emergency call button, have response procedures been developed?                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there objects/tools/equipment in this area that someone could use as a weapon?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are reception and work areas designed to prevent unauthorized entry?                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is access to work areas only through a reception area?                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can workers observe patients or clients or other visitors in waiting areas?                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                         |                                                          |
| <b>Washrooms</b>                                                                                                        |                                                          |
| Are private, locked restrooms available for staff?                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can the public use the same washrooms as staff?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can the lights in the washrooms be turned off?                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are washrooms checked before the building is vacated?                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                         |                                                          |
| <b>Worker Offices</b>                                                                                                   |                                                          |
| Are certain employees at a higher risk of being exposed to workplace violence because of the office layout or location? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has furniture been arranged to:                                                                                         |                                                          |
| allow for a quick exit from the office?                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| maintain a minimum distance (approx. 2 metres) between employees and clients?                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have the number of objects that can be used as weapons been reduced?                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do these offices have good visibility through the use of shatterproof glass in walls/doors?                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                         |                                                          |
| <b>Interview and Meeting Rooms</b>                                                                                      |                                                          |
| Do you have a separate interview/meeting rooms?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can other employees see inside the interview/meeting rooms?                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there an alarm system in interview/meeting rooms?                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the furniture arranged to allow access to emergency exits?                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are waiting and work areas free of objects that could be used as weapons?                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are chairs and furniture secured to prevent use as weapons?                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are patient or client areas designed to maximize comfort and minimize stress?                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                         |                                                          |

|                                                                                                               |                                                          |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Places Potential Violent People could Hide</b>                                                             |                                                          |
| Are there empty rooms that are unlocked and accessible to patients or clients or other members of the public? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| In walkways and corridors, are there corners or alcoves where someone could hide?                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there small areas where someone could hide, such as:                                                      |                                                          |
| recessed doorways                                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| unlocked storage areas                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| stairwells                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| elevators                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What would make it easier to see if someone is hiding:                                                        |                                                          |
| transparent materials like glass window in wall or door                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| mirrors                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| angled corners                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| less shrubbery                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| other _____                                                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Stairwells and Exits</b>                                                                                   |                                                          |
| Do exit doors identify the exit location?                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Could someone easily hide at the bottom of stairwells?                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the lighting bright enough?                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can lights be turned off in the stairwell?                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there more than one exit route?                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there any exit routes, which prevent you from getting away?                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do stairwell doors lock behind you?                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there alarms or other notification if a door is left ajar?                                                |                                                          |
| <b>Elevators</b>                                                                                              |                                                          |
| Are you able to see if the elevator is occupied before entering?                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there an emergency phone or emergency call button in each elevator?                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a response procedure for elevator emergencies?                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| <b>External Building Environment</b>                                                                             |                                                          |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>General</b>                                                                                                   |                                                          |
| Are you isolated from other buildings?                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the building entrance well lit?                                                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are the entrances and exits well marked?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your building shared with other businesses in a way that compromises the security of your entrances or exits? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have neighboring facilities and businesses experienced violence or crime?                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do violent, criminal, or persons under the influence of alcohol or drugs ever come into your building?           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your workplace near any buildings or businesses that are at risk of violent crime (e.g., bars, banks)?        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there signs of vandalism, such as damage or graffiti on the building walls?                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are the entrances to the building clearly visible from the street?                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the area surrounding the building free of bushes or other hiding places?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is video surveillance provided outside the building?                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| continued...                                                                                                     |                                                          |

|                                                                               |                                                          |
|-------------------------------------------------------------------------------|----------------------------------------------------------|
| Is there enough lighting to see clearly outside the building?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are all exterior walkways visible to security personnel?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are garbage areas, external buildings, or equipment that employees use:       |                                                          |
| in an area with good visibility?                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| close to the main building with no possible hiding places?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Parking Lot</b>                                                            |                                                          |
| Is there a nearby parking lot reserved for employees only?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do workers feel safe walking to and from the workplace?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the lot have signs with security reminders (e.g., 'security patrolled')? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are parking lots and walkways adequately lit?                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the parking lot free of bushes or other hiding places?                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are alarms clearly marked?                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do pass cards control access to the lot?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are company vehicles parked on-site after hours?                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, is there a secured parking lot for company vehicles after hours?      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have vehicles been stolen from the parking lot?                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have vehicles been broken into?                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| <b>FIELD WORK PROCEDURES</b>                                                                                                                              |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Staffing</b>                                                                                                                                           |                                                          |
| Is there adequate staffing in the field?                                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are escorts or a team system implement when workers will work in potentially dangerous situations or areas?                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is assistance provided to workers in the field in a timely manner when requested?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are assignments safe for marginalized workers, for example not assigning a racialized or LGBT worker to a patient or client known to be bigoted?          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Training</b>                                                                                                                                           |                                                          |
| Have workers received adequate training on the security measures?                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Can workers effectively communicate with people they are required to meet in the field (same language, etc.)?                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers given GPS, maps and good directions covering the areas where they work?                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers given alternative routes to use in neighborhoods with a high crime rate?                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are marginalized workers' safety in the neighbourhood considered, e.g. risk of racial profiling?                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers briefed about the area in which they will be working (violent incidents, drug activity, etc.)?                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does a policy exist and have worker been trained to allow workers to refuse service to clients or customers (in the home, etc.) in a hazardous situation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are people who work in the field late at night or early mornings advised about special precautions to take?                                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are workers notified of violence risk by particular clients, patients, etc.?                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                                                           |                                                          |

|                                                                                                                               |                                                          |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>Field Work Equipment</b>                                                                                                   |                                                          |
| Is a safe vehicle or other transportation provided by the employer for use in the field?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are vehicles used in the field routinely inspected and kept in good working order?                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there always someone who knows where each worker is?                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are name tags required for workers in the field (omitting personal information such as last name and Social Security number)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are employees provided two-way radios, or cellular phones?                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are employees provided with personal alarm devices or portable panic buttons?                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are vehicle door and window locks controlled by the driver?                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are vehicles equipped with internal physical barriers (Plexiglas partitions, etc.)?                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                               |                                                          |
| <b>Additional precautions while in the field</b>                                                                              |                                                          |
| Are additional procedures or policies in place for high risk activities such as:                                              |                                                          |
| Perform "enforcement" functions (parking control officers, inspectors, etc.)?                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Take something away from people (repossession, or turn off utilities, etc.)?                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Work with child or adult protection services                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have contact with people who behave violently?                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Use vehicles or clothing with the name of an organization that the public may strongly dislike?                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Perform duties inside people's homes?                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have contact with dangerous animals (dogs, etc.)?                                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                                                                                                                               |                                                          |
| <b>Additional requirements while in the field</b>                                                                             |                                                          |
| Are there safe places for workers to eat, use the restroom, store valuables, etc.?                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are there places where workers can go for protection in an emergency?                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is safe parking readily available for workers in the field?                                                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

# Appendix F: Notification of Potential Risk of Physical Injury (Truncated Student Safety Plan)

## SAMPLE:

DO NOT POST

DSB Name

### NOTIFICATION OF POTENTIAL RISK OF PHYSICAL INJURY (Truncated Student Safety Plan)

This sample template is provided as a resource, for the consideration of each school board in developing their own form. Each school board is responsible for ensuring that the version of the form they use, and their procedures around the form, are compliant with their responsibilities under *MFIPPA*, *OHSA*, and other legislation.

This form is intended to facilitate the school board's duty under s.32.0.5 (3) of the *Occupational Health and Safety Act* to provide information to workers related to a risk of workplace violence from a person with a history of violent behaviour. This form must be completed by a principal or vice principal and provided to a worker at school 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.

#### Board Policy/ Procedure

Hyperlink to Board Policy and Procedure

#### HOW TO SUMMON IMMEDIATE ASSISTANCE

| IDENTIFYING INFORMATION |  | PHOTO |
|-------------------------|--|-------|
| Student's Name:         |  |       |
| School:                 |  |       |
| Department/Room Number: |  |       |

| BRIEF DESCRIPTION OF BEHAVIOUR(S) THAT PRESENTS A RISK OF PHYSICAL INJURY                                    |
|--------------------------------------------------------------------------------------------------------------|
| The description of the behaviours should be outlined in three sections:                                      |
| Known Triggers                                                                                               |
| Indicators of Escalation (Physical signs/cues that the student is about to become aggressive or assaultive). |
| Indicators of Full Escalation                                                                                |

| STRATEGIES FOR AVOIDING A RISK OF PHYSICAL INJURY : |         |
|-----------------------------------------------------|---------|
| DO:                                                 | DO NOT: |
|                                                     |         |

| EMERGENCY AND INTERVENTION STRATEGIES |
|---------------------------------------|
|                                       |

Completed by \_\_\_\_\_

Date \_\_\_\_\_  
(Principal or Designate)

Retain in a central and secure location.

# Appendix G: Notification of Potential Risk of Physical Injury (General Safety Plan)

## SAMPLE:

DO NOT POST

DSB Name

### NOTIFICATION OF POTENTIAL RISK OF PHYSICAL INJURY (General Safety Plan)

This sample template is provided as a resource, for the consideration of each school board in developing their own form. Each school board is responsible for ensuring that the version of the form they use, and their procedures around the form, are compliant with their responsibilities under *MFIPPA*, *OHSA*, and other legislation.

This form is intended to facilitate the school board's duty under s.32.0.5 (3) of the *Occupational Health and Safety Act* to provide information to workers related to a risk of workplace violence from a person with a history of violent behaviour. This form must be completed by a principal or vice principal and provided to a worker at school 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.

| Board Policy/ Procedure                 |
|-----------------------------------------|
| Hyperlink to Board Policy and Procedure |

School/Work Location: \_\_\_\_\_

| HOW TO SUMMON IMMEDIATE ASSISTANCE |
|------------------------------------|
|                                    |

| IDENTIFYING INFORMATION OF INDIVIDUAL PRESENTING RISK |
|-------------------------------------------------------|
| Name (if known):                                      |
| Additional Information (description):                 |

| DESCRIPTION OF REPORTED CONCERNS |
|----------------------------------|
|                                  |

| PREVENTATIVE MEASURES PUT INTO PLACE |
|--------------------------------------|
|                                      |

| SAFETY STRATEGIES IF ENCOUNTERING THE INDIVIDUAL |         |
|--------------------------------------------------|---------|
| DO:                                              | DO NOT: |
|                                                  |         |

Completed by \_\_\_\_\_

Date \_\_\_\_\_  
(Principal or Designate)

Retain in a central and secure location.

## APPENDIX 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 (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></p> <p>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> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Bluewater District School Board     |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Bluewater 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> Staff carry two way radios. Personal phones used off site.</p> <p>Safety plans provided. Alert system for persons with a history of violence.</p>                                                                                                                                                                                                                            |  |
| Bluewater 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> |  |

|                                                        |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|--------------------------------------------------------|--------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                        |        |                               | Safety plans available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Bluewater DSB<br>(Peninsula 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 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 are 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 Haldimand Norfolk CDSB<br>(Sacred Heart, Paris)  | Mar 31 | Workplace Violence Initiative | <p>NO</p> <p>Elementary school employing 58 workers for approx. 569 students.</p> <ul style="list-style-type: none"> <li>-Six active Safety Plans, 4 of which are in place for students with a risk of aggressive behaviour</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> </ul> <p><b>-No safety plan in place for a aggressive student who has injured worker repeatedly</b></p>                              |  |

|                                                      |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                      |        |                               | <p>-Safety Plans are reviewed annually and when significant behaviour changes occur. Measure re transitions are in place and staff if aware.</p> <p><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></p> <p><b>-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</b></p> <p><b>-Summon immediate help primarily by way of group texts, using intercom or call out to staff or students in the vicinity</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 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> <p>-Seven Active Safety Plans, 2 of which were in place re risk of aggressive behaviour</p> <p>-Notification of Risk Binder available in the office</p> <p>-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</p> <p>-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</p> <p>-Workers sign off on review of notice of risk and Safety Plan</p> <p>-Admin and maintenance workers have been provided info should they encounter students with risk of violence</p> <p>-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.</p> <p><b>-Workers not able to explain work refusal process, cannot recall last review. To be addressed at Board level</b></p> <p>-EA working with aggressive/violent behaviour are trained in Non-Violent Crisis intervention has also received further retraining</p> <p>-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.</p> <p>-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.</p> |  |

|                                                     |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-----------------------------------------------------|--------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                     |        |                               | <p>-PPE detail not adequate in Safety Plan to facilitate staff shortages, switching staff, bringing supply teachers and &amp; EAs occur frequently. Questions asked labour removal of PPE from safety plan-done through reassessment process.</p> <p>-There is a process for 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.</p> <p>-Summoning immediate help include use of walkie-talkies, intercom, or cell phone</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Brant<br>Haldimand<br>Norfolk CSDB<br>(St. Patrick) | Mar 29 | Workplace Violence Initiative | <p>NO</p> <p>-Elementary school with 25 workers, approx. 340 students</p> <p>-Two active Safety Plans related to risk of violence</p> <p>-Calming areas in the kitchen and a change room</p> <p>-Notification of Risk binders available in the office</p> <p>-Workers with either of the 2 students have been provided with a copy of the Safety Plan; sign off sheet to be in place</p> <p>-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</p> <p>-Workers must complete on-boarding includes workplace violence policy and program and work refusal process. Review by staff throughout the year and on PD days. EAs have own PD days separate from teachers.</p> <p><b>-Workers not able to explain work refusal process/recall review of process</b></p> <p>-EAs working with students who may exhibit aggressive/violent behaviour are trained in Non-violent crisis intervention</p> <p>-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.</p> <p><b>-Casual workers do not receive same training as other staff, yet may be performing same work</b></p> <p>-Safety Plans are reviewed annually and when specific changes occur; includes risks in classrooms and during transitions</p> <p>-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.</p> <p>-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.</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| Brant<br>Haldimand<br>Norfolk CDSB<br>(Clairvaux)  | Mar 27 | Workplace Violence Initiative | <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> <ul style="list-style-type: none"> <li>-Two active Safety Plans related to risk of violence</li> <li>-Risk Binder in the office</li> <li>-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</li> <li>-Occasional EAs not assigned to students, rather an experienced EA switched out from another class and occasional EA to lower risk students</li> <li>-All workers when hired much complete "on-boarding". EAs have their own PD days separate from teacher.</li> </ul> <p><b>-Workers not able to explain work refusal process or last review</b></p> <ul style="list-style-type: none"> <li>-EAs are trained in Non-Violent Crisis Intervention, those working with students who exhibit aggressive/violent behaviour</li> <li>-Incidents of violence are being reported but does not get debrief and nothing done to better protect workers</li> <li>-Safety plans are reviewed annually; incidents involving weapons have not been reported as weapons. No risk assessment conducted. Order issued.</li> <li>-PPE some PPE triggers student to become more violent, no adequate measures are in place to protect workers; workers injured.</li> <li>-Reporting incident of workplace violence and injuries has a process. Info reviewed by JHSC.</li> <li>-Summon immediate help by yelling; always someone close by who hear</li> </ul> |  |
| Brant<br>Haldimand<br>Norfolk CDSB<br>(Assumption) | Mar 22 | Workplace Violence Initiative | <p>NO</p> <ul style="list-style-type: none"> <li>-Currently 2 Active Be Safe Plans in place with one student accounting for 99 per cent of violence related incidents</li> <li>-School chosen by JHSC to ensure measures and procedure are in place for the transitioning of students from elementary to secondary schools</li> <li>-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.</li> <li>-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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

|                                                   |       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---------------------------------------------------|-------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                   |       |                               | <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 PA days. same as work refusal</li> <li>-Safety Plans are regularly review 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 PA 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 occasionals 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> |  |

|                                                    |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |
|----------------------------------------------------|--------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                                    |        |                                           | <ul style="list-style-type: none"> <li>-Relationship with Police (OPP) is welcomed, benefits school safety-patrol schools</li> <li>-Step 1 and Step 2 of work refusal was discussed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |
| CDSB of Eastern Ontario (St. Joseph's)             | Feb 14 | Workplace Violence Initiative             | <p>NO</p> <ul style="list-style-type: none"> <li>-Reviewed training records for workers who have completed e-modules that have been assigned by the Board.</li> <li>-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.</li> <li>-<b>Access to records of training are not always maintained on site</b></li> <li>-<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></li> <li>-<b>No Active system in place to notify when training is complete or incomplete in a time-based fashion</b></li> <li>-Use of PPE was discussed</li> <li>-Use of personal phones as a mean of communications when mutually agreed upon as a mean to summoning immediate assistance</li> <li>-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.</li> <li>-Workers have had training on work refusal process</li> </ul> |         |
| 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 |

|                                                    |        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                          |                           |
|----------------------------------------------------|--------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 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.</b><br><b>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   |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |
|---------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 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> </ul> <p><b>-No safety plan in place for an aggressive student who has injured worker repeatedly.</b></p> |                            |
|                                       |        |                               | <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> </ul> <p><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></p> <ul style="list-style-type: none"> <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> </ul> <p><b>Summon immediate help primarily by way of group texts, using intercom or call out to staff or students in the vicinity"</b></p>                                                                                                                    |                            |
| 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.</p> <p>Measure in place for non-routine activities.</p> <p>PPE available and training provided.</p> <p>Summoning assistance – 2-way radios and PA system.</p> <p>Employer investigating plan where worker doesn't have a radio or phone.</p> <p>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.</p> <p>90% incidents involve K students.</p> <p>PPE available, employer reminded to provide training.</p> <p>Summoning immediate assistance – PA system, and personal cell phones. 2 way radio were PA system and phones not readily available.</p> <p>Employer encouraged to reassess the continued practice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | OECTA may file a grievance |

|                                       |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|---------------------------------------|--------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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.<br>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><b>Gaps identified related to summoning immediate assistance.</b><br><b>Gaps identified to ensure OTs access risk information.</b><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.<br>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><br>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.<br>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.                                                                                                                                                                                                         |  |

|                                     |        |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|-------------------------------------|--------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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> |  |

|                                    |        |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
|------------------------------------|--------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 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.</p> <p>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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |

|                                 |       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                   |
|---------------------------------|-------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 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. 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.</p> <p>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 |

|                                            |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
|--------------------------------------------|--------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 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 DSB<br>(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 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 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 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 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 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 (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 DSB (Jack Miiner)            | Feb 24 | Workplace Violence Initiative | NO - Measures reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |
| Greater Essex 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 DSB (Sandwich West)          | Feb 23 | Workplace Violence Initiative | NO – WV measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Boilerplate                             |

| Halton District School Board                                   |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|----------------------------------------------------------------|--------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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 occasionals. Copies maintained at the office, in classroom and electronically.</p> <p>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 | NO - Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Hamilton Wentworth DSB<br>(Laurelwood)                         | Mar 10 | Workplace Violence Initiative | NO – Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

|                                          |        |                               |                                                                                                                                                                                                                                                    |             |
|------------------------------------------|--------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Hamilton Wentworth DSB (Ziegler)         | Mar 10 | Workplace Violence Initiative | NO - Risk notification policy in effect. OHS awareness training online with annual refreshers.<br><b>RAs conducted every three years.</b>                                                                                                          |             |
| Hamilton Wentworth DSB (Staebler)        | Mar 10 | Workplace Violence Initiative | NO - Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b>                                                                                                                                            |             |
| Hamilton Wentworth DSB (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.<br><b>RAs conducted every three years.</b>                                         |             |
| Hamilton Wentworth DSB (Johnston)        | Mar 8  | Workplace Violence Initiative | NO - Online OHS and WV training provided with annual refresher. <b>RAs conducted every three years.</b>                                                                                                                                            |             |
| Hamilton Wentworth DSB (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 Wentworth DSB (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 Wentworth DSB (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.<br>Training discussed, no issues. Workers assigned based on level of training. Occasional staff provided safety plans. | Follow up   |
|                                          |        |                               | <b>PPE accessible and workers trained, but safety plans don't mention PPE.</b><br>Summoning Assistance – 2-way, PA system. Employer committed to implement a process to test radios.<br>RA – Nov. 2022, includes off site.                         |             |
| Hamilton Wentworth DSB (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 Wentworth (Glenwood)            | Feb 14 | Workplace Violence Initiative | NO – no details                                                                                                                                                                                                                                    | Boilerplate |
| Hamilton Wentworth DSB                   | Feb 3  | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                 |             |

## Huron Superior Catholic District School Board

|                                             |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|---------------------------------------------|--------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Huron Superior CDSB (St. Basil 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

|                                         |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|-----------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

|                                           |       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-------------------------------------------|-------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                           |       |                               | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Huron Superior CSDB (St. Basil 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> |  |
|                                           |       |                               | <p>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 |       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

|                                         |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
|-----------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 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) | Mar 22 | 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> |             |
| 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></p> <p>Safety plans are communicated to staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |
| Lakehead DSB (Hammarkjold)              | 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></p> <p>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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |
|                                         |        |                               | <b>Employer encouraged to offer right to refuse training.</b><br>Safety plans are communicated to staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| 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></p> <p>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.<br>No issues with means of summoning assistance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |

|                                       |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
|---------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 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 |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| London Catholic DSB (Carty)           | Mar 24 | Workplace Violence Initiative | 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.<br>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. Workers trained on reporting during orientation and at least annually. Employer encouraged to have clear reporting guidelines to ensure consistency.<br>RA last completed Apr 2021 and reviewed Mar 6, 2023.<br>2-way radios used and check daily prior to use.<br><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> |                                                       |
|                                       |        |                               | PPE and training provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                       |
| London Catholic DSB (Mother Theresa)  | Mar 23 | Workplace Violence Initiative | 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.<br>YES – 32.0.3 (4) RA does not address the addition of 6 portables.<br>No injuries reported from students with plans. Incidents investigated by principals with workers involved. Updates and actions because of investigations and meetings.<br>RA completed in June 2022.<br>Workers use 2-way radios. Checked daily.<br>Safety plans provided and reviewed by workers.                                                                                                                                                                                                                                                                                                                                                                       | Order for RA when working alone                       |

|                                  |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |
|----------------------------------|--------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 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>Training, information, and instruction reviewed.</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    |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|---------------------------------------------|--------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Nipissing Catholic DSB (St. Hubert)         | Mar 2  | Workplace Violence Initiative | <p>NO</p> <ul style="list-style-type: none"> <li>-A WV Policy and Program is in place; posted at the JHSC Board along with other required postings</li> <li>-Workplace violence awareness training is one, tracked via online Vector system</li> <li>-Training on incident reporting for WV is conducted with all workers during PD Day in August</li> <li>-All EAs, Spec Ed, Resource Teachers complete BMS training; also completed by Admin, teachers in classrooms within place student safety plans</li> <li>-Info concerning potential violence triggers/safety plans share with workers, OTs (review prior to 8:50 class start time when supply teaching)</li> <li>-PPE present in workplace, not required at all times; worker training is in place</li> <li>-JHSC Meeting Minutes from Jan. 31 are posted</li> <li>-Monthly inspection report (Feb 2023) also posted</li> <li>-Methods for summoning immediate assistance are available in classrooms. Classroom has two-way PA system; if working outside use personal cell phones; discussion ongoing re third party vendor contact system</li> <li>-Board in process of reviewing worker completion of H&amp;S Awareness 5 step training module- aim fall 2023</li> <li>-Work refusal flow chart posted</li> <li>-Access to physical bldg. limited via locked doors. CCTV camera installed in front entrance, visitors screened, buzzed in, sign in.</li> <li>-Lockdown drills 3 times/year</li> </ul> |  |
|                                             |        |                               | <ul style="list-style-type: none"> <li>-RA conducted in Jan 2023</li> <li>-Discussed action taken to prevent WV on field trips</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Northeastern Catholic District School Board |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Northeastern Catholic DSB (Pope Francis)    | Mar 7  | 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)        | Mar 7  | 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)         | Mar 27 | Workplace Violence Initiative | <p>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></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

|                                       |        |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
|---------------------------------------|--------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Ottawa Carleton DSB (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. 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 Carleton DSB (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 Carleton DSB (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 Carleton DSB (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 Carleton (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 Carleton DSB (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 Carleton DSB (York Street)     | Feb 13 | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                  | Boilerplate                           |
| Ottawa Carleton DSB (Fallingbrook)    | Feb 13 | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                  | Boilerplate                           |
| Ottawa Carleton DSB (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 DSB (Mgr. Batter)     | Feb 3  | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |
| Ottawa Catholic District School Board |        |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| Ottawa Catholic DSB (Mgr. Batter)     | Feb 3  | Workplace Violence Initiative                         | NO – Measures and procedures reviewed                                                                                                                                                                                                                                                                                                                                                                                                  |                                       |

### Peel District School Board

|                         |        |                               |                                                                                            |             |
|-------------------------|--------|-------------------------------|--------------------------------------------------------------------------------------------|-------------|
| 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<br>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. |                           |

|                                       |       |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                              |
|---------------------------------------|-------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Simcoe County DSB (Alcona 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></p> <p><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.</b></p> <p><b>Employer reminded of their duties under 25, 26 and 32.0.3, entirely.</b></p> <p><b>Transition plan may not be limited to certain situation.</b></p> <p><b>Employer agreed that this is an opportunity to improve procedures and improve scope.</b></p> <p><b>No issues reported with means of communicating assistance.</b></p> <p><b>No standard procedure exists for granting or denying access to the school. Employer should review processes and address concerns.</b></p> | Follow up                                                                    |
| Simcoe County DSB (Education 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 DSB (Nottawasaga Pines) | Mar 6 | Workplace Violence Initiative                                          | NO – few details.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                              |
| Simcoe County DSB (Regent Park)       | Mar 1 | Workplace Violence Initiative                                          | <p><b>NO – 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></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Follow up to ensure orders are issued at Board level. See FVR at SCDSB Mar 8 |

|                                       |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |
|---------------------------------------|--------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 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.</p> <p>Workers provided information on reporting incidents in eBase</p> <p>Safety plans available at front office and in classrooms.</p> <p>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> <ul style="list-style-type: none"> <li>- Hallway monitoring by Admin staff during transition periods for students / staff assigned to monitor workplace cafeteria / hallways during lunch break.</li> <li>- Tech classrooms locked and tools (that may be used as weapons) secured and inventory checked between classes.</li> <li>- Hospitality room locked when no worker present. Discussed to review access to Kitchen utensils (knives) as part of violence risk assessment.</li> <li>- PA/phone systems in classrooms to call for assistance.</li> <li>- Developmental Educational classrooms have push button alarm system that notifies front office assistance is required.</li> <li>- 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)</li> <li>- Workers working directly with students with increased risk of violence trained in BMS.</li> <li>- Documented Management of Aggressive Behaviour Safety Plan Binder available to Administrators in Front Office and Developmental Education classrooms.</li> <li>- Area in front office that contains petty cash is locked. Area for securing / locking confiscated weapons is available in the front office.</li> </ul> |                                                                              |

|                                    |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|------------------------------------|--------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                    |        |                               | <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 t 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 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 DSB (Strathroy CI) | 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 DSB (Sherwood 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). Reports are catalogued for trends. Two types of RA (general and site specific). WV measures reviewed (Ras, summoning assistance, reporting, training). Workers have access to safety plans. 2-way radios. Employer encouraged to ensure training is provided to all workers who may potentially encounter violent students. |                                                |
| Thames Valley DSB                          | Mar 2  | Workplace Violence Initiative | NO – Initial visit. Inspector reviewed several document before visit, policies, reports, WV procedures.                                                                                                                                                                                                                                                                                                             |                                                |
| 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. 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. 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. Employer to provide training on program. 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. 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. Means of summoning immediate assistance reviewed. Assessment should include: Devices, roles of staff, roles of office staff, role of responders, lunchroom protocols.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ongoing                                  |
| TDSB (East York Alt.)                     | Feb 24 | Workplace Violence Initiative | NO – Measures reviewed. RA provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                          |
| TDSB (Willow Park)                        | Feb 16 | Workplace Violence Initiative | NO – Measure reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Few details.                             |
| TDSB                                      | Feb 6  | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |
| 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. Summoning assistance – phones and radios. Drills reviewed. 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. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                          |

|                                   |        |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
|-----------------------------------|--------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                   |        |                                                      | One worker with a concussion cause by a kick to the head. Safety plan reviewed with inspector including positioning and distancing when redirecting student.<br><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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |
| York CDSB (Canadian Martyrs)      | Feb 22 | Workplace Violence Initiative – follow up from Feb 9 | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |
| York CDSB (Canadian Martyrs)      | Feb 9  | Workplace Violence Initiative                        | YES – 32.0.3 (4) – Employer ordered to assess use of PPE use in safety plans.<br>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.<br>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.<br>Workers not involved in discussion of PPE and effectiveness of implement programs/response plans.                                                                                                                       | Follow up Feb 22 |
| York Region District School Board |        |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
| York Region DSB (Mount Albert)    | Mar 28 | Workplace Violence Initiative                        | 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><br>Items review include training, working with students that have safety plans, lockdown/hold & secure situations, after-hours controlled access, incident reporting.<br>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.<br>RA last completed on Oct. 11, 2022. No events triggered a reassessment. See order.<br>PPE discussion overlaps with order.<br>Posting requirements reviewed. |                  |

|                                      |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|--------------------------------------|--------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                      |        |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 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><br>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                                                                                                                                                                                                                                                                                                                   |  |
| 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><br>PPE available. Transition plans in place. HS Board checked.                                                                                                                      |  |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| York Region DSB (Unionville Meadows) | Feb 24 | Workplace Violence Initiative | NO Few details. Safety plans discussions. RA completed in Oct 2022.<br>WV and WH policies dated 2022 are under review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| York Region DSB (Tommy Douglas)      | Feb 7  | Workplace Violence Initiative | NO – workplace violence policy and program reviewed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| TCDSB (Education Centre)             | Feb 7  | Workplace Violence Initiative | NO – initial visit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

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

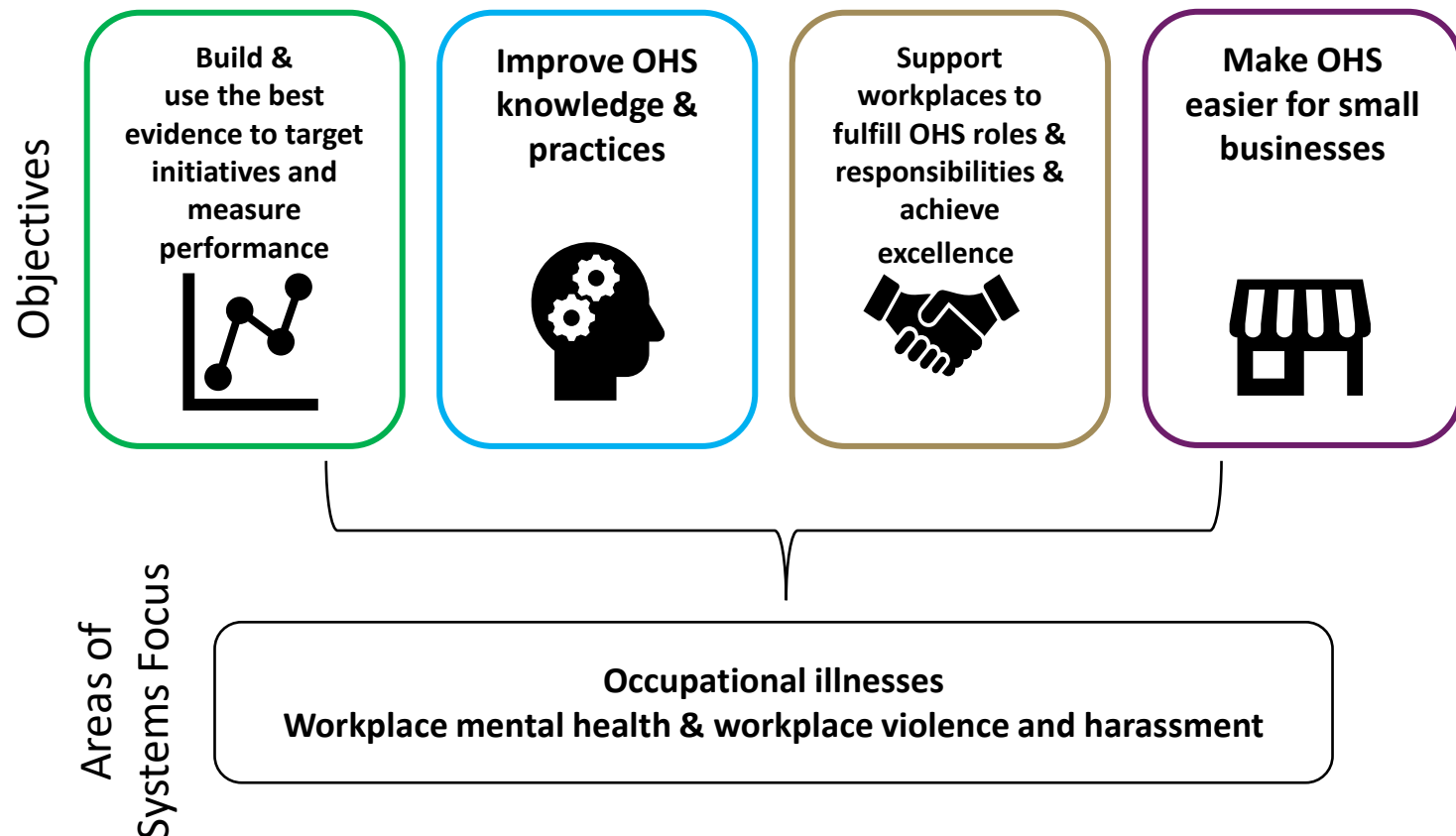
Fair, Safe and Healthy Workplaces Division

# 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

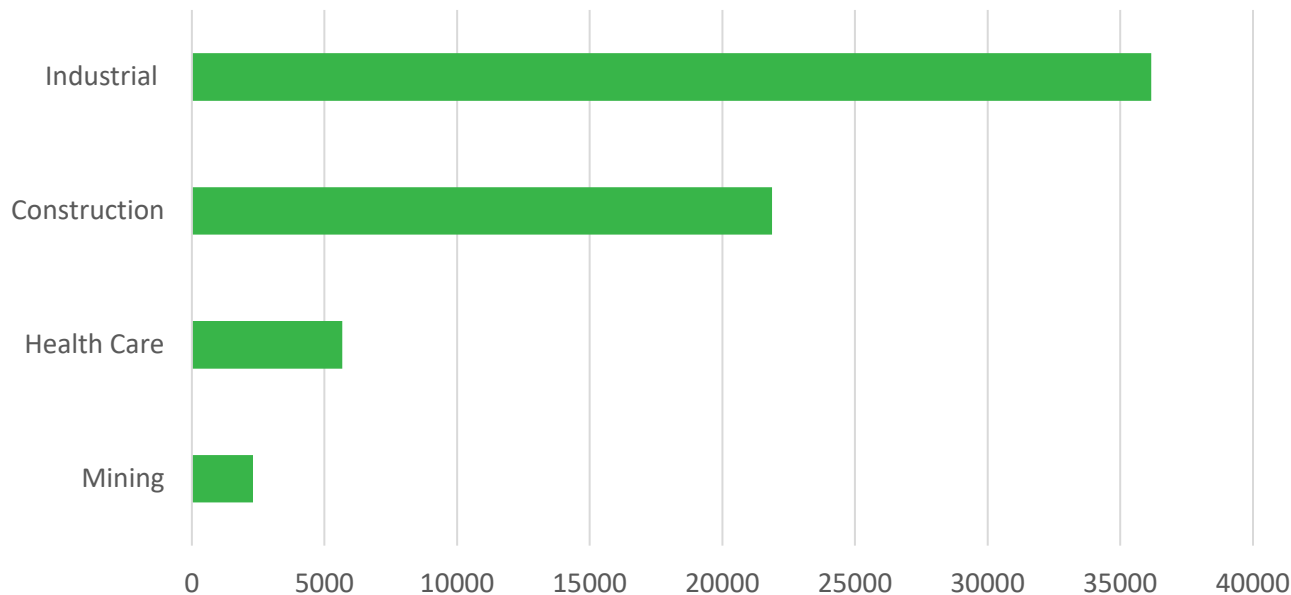
**Vision:** *An Ontario where workplaces promote and practice health and safety in their every-day work and are free from occupational injuries, illnesses and fatalities.*



## 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

Breakdown of Field Visits by Program



# 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.**

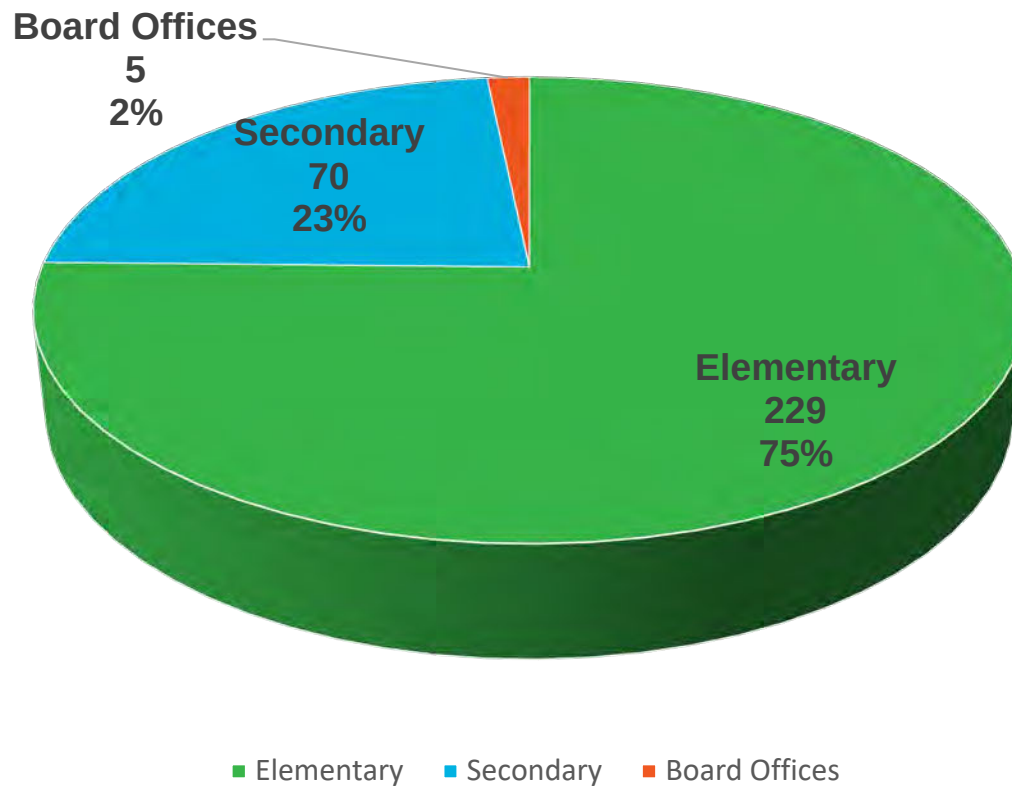
## Key Focus for Inspectors

- 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](#)

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?