

**Board of Education**  
**School District 54 (Bulkley Valley)**

---

**A P P E N D I X**

**6.410**

**1.0 Definition of Workplace Violence & Improper Activity or Behaviour**

*Violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.<sup>1</sup>*

*Improper activity or behaviour includes: (a) the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury, and (b) horseplay, practical jokes, unnecessary running or jumping or similar conduct.*

**2.0 Employer Responsibilities**

2.1 Violence

- A risk **assessment**<sup>2</sup> must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present.
- The risk assessment must include the consideration of
  - Previous experience in that workplace
  - Occupational experience in similar workplaces, and
  - The location and circumstances in which work will take place
- If a risk of injury to workers from violence is identified by an assessment, the employer must:
  - Establish procedures, policies and work environment arrangements to eliminate the risk to workers from violence, and
  - If elimination of the risk to workers is not possible, establish procedures, policies and work environment arrangements to minimize the risk to workers
- The employer must **inform** workers who may be exposed to the risk of violence of the nature and extent of the risk, including information related to the risk of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work.
- The employer must **instruct** workers who may be exposed to the risk of violence in:
  - The means for recognition of the potential for violence
  - The procedures, policies and work environment arrangements which have been developed to minimize or effectively control the risk to workers from violence
  - The appropriate response to incidents of violence, including how to obtain assistance, and
  - Procedures for reporting, investigating and documenting incidents of violence

2.2 Improper Conduct

- Assess the risk of improper conduct

---

<sup>1</sup> WCB definition

<sup>2</sup> The requirements for risk assessment, procedures and policies, the duty to respond to incidents and to instruct workers are based on the recognition of violence in the workplace as an occupational hazard and will be addressed by the District's OH&S plan.

**Board of Education**  
**School District 54 (*Bulkley Valley*)**

---

- Implement adequate and appropriate measures to prevent violence arising from improper conduct

**3.0 Worker Responsibilities**

- Report all known or suspected risks of violence to the employer as soon as possible. Notification should be made at the site where the risk is identified
- Report an act of violence witnessed or experienced
- Attend training provided by the employer in Prevention of Violence methods.