



PROCEDURE:	Pr H: 09
EFFECTIVE:	Dec. 16/08
AMENDED:	
RELATED POLICIES:	See references section 2.0
REPEALS:	
REVIEW DATE:	2017-2018

- 1.0 Where an employee has suffered an assault while carrying out his/her duties:
 - 1.1 The employee, or if necessary, a colleague shall inform the principal or supervisor at the earliest opportunity.
 - 1.2 On an immediate basis, the principal/supervisor or designate shall do what is reasonable and necessary to secure the safety of the employee and the assailant.
 - 1.3 The principal/supervisor shall ensure that the employee receives emergency medical attention when warranted. If emergency treatment is not necessary, the employee is to be encouraged to receive medical attention in order to obtain medical verification of the assault.
 - 1.4 The principal/supervisor or designate shall immediately inform the superintendent of the school, the Superintendent of Human Resources, and the Director of Education. In the event the employee has suffered a critical injury as defined by Regulation 834 of the Occupational Health and Safety Act, the Superintendent of Human Resources or designate, will immediately contact the Ministry of Labour.
 - 1.5 The Director shall inform the Board of Trustees of any incident of assault on its employees and may inform the Board Solicitor.
 - 1.6 When an assault is of a serious nature and the employee or the principal/supervisor considers it necessary to do so, the police should be called. The principal/supervisor may refer to the Windsor-Essex County Police – School Board Protocol or should consult with the police when in doubt as to whether the incident requires police involvement.
 - 1.7 The principal or supervisor shall commence an investigation of the alleged incident pursuant to Board Policy H: 19 Violence Prevention in the Workplace and the Board’s Program for Violence Prevention in the Workplace as soon as possible, and the investigation must be completed within forty-eight (48) hours. A Supervisor’s Workplace Violence Investigation Report shall be completed and forwarded to the Superintendent of Human Resources. The principal’s/supervisor’s investigation may be subject to the direction of the Ministry of Labour and/or police services and the Windsor-Essex County Police – School Board Protocol, as applicable.
 - 1.8 Where the assailant is a student, the principal shall take appropriate action pursuant to the Education Act, regulations, and Board policy and procedures SC: 15 Code of

Conduct, ST: 05 Student Discipline, and Pr ST: 05 Student Discipline Procedure.

- 1.9 Pending the outcome of the principal's/supervisor's investigation, at the discretion of the principal/supervisor, in consultation with the Director, the assailant may be banned from access to Board property, or arrangements may be made to limit contact between the assailant and the employee.
- 1.10 If the employee suffers an injury as a result of the assault, under the direction of the Manager of Human Resources, the Accident/Injury Report (Workplace Safety & Insurance) shall be completed immediately and submitted pursuant to Board Policy H: 10 Employee Injuries /Illness.
- 1.11 Regardless of whether an injury has been sustained, any staff member who has been assaulted or any witnesses to the assault must promptly report the incident pursuant to Board Policy H: 19 Violence Prevention in the Workplace, and the Program for Violence Prevention in the Workplace, using the Board's Concern Report Form.
- 1.12 As medically necessary, the employee shall receive time off from the Board from all duties without loss of pay or benefits, in accordance with his/her respective collective agreement and applicable legislation.
- 1.13 Where necessary, counseling services may be provided for the employee as deemed appropriate by the Superintendent of Human Resources or designate. The Employee Assistance Program shall be available to the employee.
- 1.14 The assaulted employee has the right to seek Federation/Union advice and/or his/her own legal counsel.

2.0 References

Education Act, Part XIII Behaviour, Discipline and Safety
H: 06 Health and Safety of Employees
H: 08 Work Place Harassment
H: 10 Employee Injury
H: 19 Violence Prevention in the Workplace
Program for Violence Prevention in the Workplace
SC: 15 Code of Conduct
ST:05 Student Discipline Policy
Pr ST: 05 Student Discipline Procedure
ST: 18 Physical Intervention
SC: 18 Bullying Prevention and Intervention
Pr SC: 18 Strategies for Bullying Prevention and Intervention