

HEALTH & SAFETY CORNER

QUESTION #1:

Would you know what to do if you experienced violence or the threat of violence at the workplace?

Report the violent incident/threat to your Principal.

1. If the violent incident/threat involves a student, a Safe Schools Incident Form should be completed and forwarded to administration. Additional blank copies of this report should be available at the school office.

2. If the violent incident/threat involves another employee, Workplace Violence Policy HM 37 requires that you report it to your Principal.

3. In either case, call TSU for assistance in ensuring your rights are protected as outlined in the Distressed Teacher Protocol.

QUESTION #2

What are a Principal's responsibilities once any member has been exposed to violent students, parents, or other members of the school community?

A Safety Plan must be developed in order to protect all employees from any possible future violence. If you do not feel safe, contact TSU. The Ministry of Labour can be called in to investigate.

TSU Notes

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HEALTH AND SAFETY NEWS

Ministry of Labour Work Order Issued to TCDSB

On February 8th, 2011, the Ministry of Labour (at the request of OECTA) issued a Work Order regarding the employer's requirement to "assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. This order shall be complied with by 2011-May 31."

This work order affects every school site (201) in the TCDSB and a copy of it should be made available to all staff on the Health and Safety bulletin board at your school.

The violence risk assessments will be developed in consultation with TSU through the Joint Health and Safety Committee.

Results of each school's assessment must be provided to the Joint Health and Safety Committee for review and follow-up.

The assessment will evaluate all aspects of workplace safety, including:

- 1. Physical layout of the school and geographic location
2. Potential "hiding spots" in and around school grounds
3. History of violent

incidents in the neighbourhood

- 4. Accessibility
5. Security (i.e. cameras)
6. Hours and Activities conducted before, during and after school hours (including permits for outside groups)
7. Portables and Classrooms (including working communication systems-i.e. phones/PA)
8. Lighting (outside and inside)
9. Training in emergency measures
10. PD in reporting potential hazards, incidents, trespassers, etc.

TSU will be monitoring risk assessments and issuing a report to members when all of the assessments are in.

Professional Development Concerns

- Professional development training on Bill 168 is to be job-embedded and occur during the school day
Ask your administration for PD training on Bill 168, including threat risk assessment training, board harassment and domestic violence policies and training on how to conduct a proper work refusal
Call TSU if you do not feel you have been adequately trained in your health & safety rights under Bill 168

The Health & Safety Contact Centre

allows anyone, anywhere in Ontario to call one number to report a workplace health and safety incident, critical injury, fatality or work refusal. You can also call if you suspect unsafe work practices or for general inquiries.

Call 1-877-202-0008 to report workplace health and safety incidents or unsafe work practices (Call TSU at 633.5502)

## Harassment At the Workplace: Cleansing a Poisoned Work Environment

**Bullying can be hazardous to your health!** Bill 168 officially recognizes that harassment can be detrimental to your health and cause psychological INJURY.

Under the *Occupational Health and Safety Act*, maintaining the health and safety of all employees is the duty of the employer. This means that ultimately, if any teacher is feeling harassed, it is the duty of the school board to effectively deal with it and protect the teacher from any further harassment or reprisal.

The process of cleansing a poisoned workplace environment is complex and there are several possible steps involved:

1. Call **TSU** to help ensure that your rights are protected throughout every step of the process.
2. The **TCDSB's *Respectful***

**Workplace Policy** outlines the steps to take in making a harassment complaint. *Note: The policy recommends that any complaint should be made within 6 months of an incident.* The 2 main processes for resolving a harassment complaint include:

- ◇ ***Informal Mediated Complaint Resolution***, which may include a facilitator (no formal documentation is completed or filed)
- ◇ ***Formal Dispute Resolution***, involves an investigation and summary report submitted within 30 days

If the investigation concludes that a complaint has been substantiated, the seriousness of the incident(s) will determine the Board's disciplinary response. Responses

may include:

- i. a written reprimand delivered to the respondent with a copy to the respondent's personnel file
- ii. transfer to another school
- iii. withholding of a promotion or demotion
- iv. suspension with or without pay
- v. possible dismissal

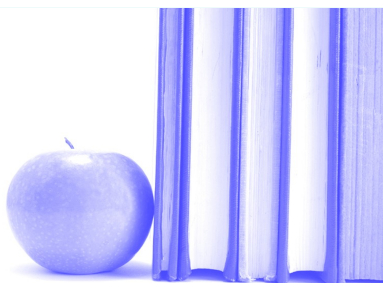
Other responses may include also: counselling for the parties, specific training for the respondent or an appropriate workshop or course.

3. A **policy grievance** will be filed by TSU on any unresolved harassment issues.
4. If the board is unable to satisfactorily resolve harassment issues, TSU can initiate a call to the **Ministry of Labour** for the board's failure to ensure a safe workplace.



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***We Teach The Love of Learning***

#### TSU Mission Statement

*TSU, in cooperation with Divine grace and in solidarity with the Catholic community, serves the professional and contractual needs of its members.*

#### Core Values

- *Dignity of the Individual*
- *Professionalism*
- *Catholic Education*
- *Faith Based Community*

#### Vision

- To be a proud community of Catholic educators
- To establish and protect collective members rights
- To create, maintain and broaden respectful and collegial relations with partners in Catholic Education.
- To have a commitment to a strategic planning cycle
- To have established, effective communications
- To be recognized and respected advocates for public Catholic Education
- To network with the broader community
- To model Christ by supporting each other as brothers and sisters
- To assist in the professional and spiritual development of our members
- To be effective Catholic advocates of social justice in the broader community