

## Violence Prevention Checklist – For ETFO Health and Safety Representatives

Worker health and safety representatives can use this checklist to ensure that appropriate policies, programs, and protections from violence are in place. The list can be reviewed during monthly inspections and brought to Joint Health and Safety Committee (JHSC) meetings.

- Workers confirm that protections in ETFO's violence prevention checklists for members are in place.

### Policy and program

- The school board has a policy and program for workplace violence that is accessible to all workers online and is posted on health and safety bulletin boards at every school.
- The policy is reviewed annually and the JHSC has the opportunity to make recommendations.
- There is a program to implement the workplace violence policy, which includes all components required by the *Occupational Health and Safety Act* (OHS) Section [32.0.2\(2\)](#).

### Risk assessments/reassessments

- Risk assessments are done at all schools annually near the beginning of the school year.
- All risk assessments and reassessments done during the school year are shared with the JHSC.
- There is clear guidance on when a violence risk reassessment should be conducted that includes the [criteria](#) set out in *Workplace Violence in School Boards: A Guide to the Law*.
- Administrators have been given training and tools to conduct risk assessments/reassessments, and the JHSC has had the opportunity to make recommendations.

### Work refusals

- There is a written procedure that must be followed when a worker refuses unsafe work.
- A worker health and safety representative is called immediately and made available to attend the work refusal to support the worker involved.
- Administrators and workers receive annual training on the work refusal process, and the JHSC has the opportunity to discuss and make recommendations about the training.
- Administrators do not discourage work refusals and consistently follow the procedure.

### Reviewing violent incident data

- Reports of all health and safety incidents that result in medical care or lost time are sent to the JHSC and the union within four days, including all information required by OHS [Regulation 420/21](#).
- The JHSC receives regular aggregated reports of all violent incidents including visual analysis and the custom reports filtered according to requested criteria (e.g., school, student involved, location) and has the opportunity to make recommendations.

Health and safety representatives who find that these protections aren't in place should discuss their concerns with the ETFO Health and Safety Services staff person [assigned](#) to their local. It may be necessary to discuss the issue at the JHSC, make formal recommendations, and involve the Ministry of Labour (MOL) as needed.