

**EMPLOYER**  
(School Board & Authorities)

Employer provides workers information about hazards [OHSA S. 25(2)(d)] before a situation develops [Leading Practice] and include measures and procedures for summoning immediate assistance to respond to workplace violence [OHSA S. 32.0.2(2)(b)]

Employer assesses the risk of workplace violence that may arise from:  
1. the nature of the workplace, or  
2. type of work, or  
3. conditions of work [OHSA S. 32.0.3.1]

Employer conducts a *Violence Risk Assessment* [OHSA S. 32.0.3]  
  
*Taking into account the circumstances of the workplace and circumstances common to similar workplaces*

Employer provides information to the worker related to the risk of workplace violence from a person with a history of violent behavior [OHSA S. 32.0.5(3)]

Employer advises the M/JHSC member/H&S rep of the results of the *Violence Risk Assessment* and provides a copy of the assessment if it is in writing [OHSA S. 32.0.3(3)]  
  
It is recommended that the risk assessment be in writing [Leading Practice]

Employer repeats the *Violence Risk Assessment* as often as necessary to ensure the *Workplace Violence Policy* and related program continues to protect workers from workplace violence [OHSA S. 32.0.3(4)]  
  
Employer advises the M/JHSC member/H&S rep or workers of the results of the *Violence Risk Reassessment* and provides a copy of the reassessment if it is in writing [OHSA S. 32.0.3(5)]  
  
It is recommended that the risk reassessment be in writing [Leading Practice]

**SUPERVISOR**  
(Principal or Designate)

A supervisor aware of and has knowledge of any potential or actual danger to health or safety in the workplace **advises worker(s)** of the existence of the danger [OHSA S. 27(2)(a)]

Supervisor receives information about potential or actual hazards and **discusses with the worker** on how to address the risk or potential for violence [OHSA S. 27(2)(a) & 27(2)(b)]

Supervisor provides information to the worker related to the risk of workplace violence from a person with a history of violent behavior [OHSA S. 32.0.5(3)]

Supervisor updates existing *Safety Plan(s)* and other measures and procedures based on the most recent/current *Violence Risk Assessment/Reassessment* [Leading Practice]

Supervisor communicates changes to the *Safety Plan(s)* and other measures and procedures to the impacted worker(s) and school team [Leading Practice]

**EDUCATION WORKER**  
(i.e. Teachers, EAs, CYWs, ECEs)

Worker reports to/informs his or her employer or supervisor of the existence of any hazard which he or she knows [OHSA S. 28(d)]

Worker records details of workplace violence hazard and **recommendations for improvements** and **provides to supervisor** as per their school board policies (e.g. *Incident Report, Violence Hazard Reporting Form*) [Leading Practice]

Worker participates in continuous improvement of measures and procedures such as safety plan(s) with school team [Leading Practice]  
  
If a worker IS NOT in agreement with remedial actions taken or inaction, **discuss the issue for proper attention** by taking up the matter with their supervisor/employer and/or contacting their M/JHSC member or H&S Rep for advice and/or discuss the option of exercising their right to call a [work refusal](#).

**M/JHSC MEMBER, H&S REP**

M/JHSC member/H&S rep identifies potential or real risk of violence [OHSA S. 9(18)(a)]

M/JHSC member/H&S rep brings forward details of workplace violence hazards and recommendations for improvement to the supervisor/employer, and obtains information from the employer about (i) the identification of potential or existing hazards and (ii) health & safety experience and standards in similar or other industries [OHSA S. 9(18)(d)]

M/JHSC receives results of the *Violence Risk Assessment* including any corrective actions [OHSA S. 32.0.3(3)]  
  
M/JHSC submits recommendations for improvement [OHSA S. 9(18)(b)]

**COMMUNICATION BETWEEN WORKERS AND THEIR M/JHSC REPRESENTATIVE(S) IS TO BE ENCOURAGED BY SUPERVISOR/EMPLOYER** [Leading Practice]

**AWARENESS**

**RESPONSIBILITIES**

**COMMUNICATION & RESOLUTION**