

<b>Date of Issue</b>	January 30, 2008
<b>Original Date of Issue</b>	January 30, 2008
<b>Subject</b>	<b>AGGRESSIVE INCIDENT REPORTING</b>
<b>References</b>	Occupational Health and Safety Act (R.S.O. 1990)  Workplace Safety and Insurance Act  Occupational Health and Safety Procedures  APM A1440 Physical Restraint – Guidelines for Responding to Injurious and Self-Injurious Student Behaviour  APM A2320 Reporting of Workplace Injury/Illness  APM A7100 Violent Incidents – Response Procedures  Board Policy 4260 Safe Schools
<b>Links</b>	FORM A4071–1, FORM A1440–1, FORM A7100–1, FORM A2320-1
<b>Contact</b>	Human Resource Services

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**1. Purpose**

- 1.1 This Administrative Procedures Memorandum (APM) provides guidance to employees of the Simcoe County District School Board for reporting aggressive incidents that are not covered under the Workplace Safety and Insurance Act and ensures that the appropriate individuals are aware of the aggressive incident.
- 1.2 Personal information collected on the Aggressive Incident Form will be used to determine appropriate Board safety responses and shall not be disclosed for any other purpose, except in compliance with the Municipal Freedom of Information and Protection of Privacy Act and appropriate Board authorization.

**2. Definitions**

- 2.1 An aggressive incident is any physical, verbal or non-verbal incident or injury which results in an employee feeling threatened for his/her safety and security. Aggressive incidents could involve a student, parent, co-worker or visitor.

**3. General**

- 3.1 Under the Occupational Health and Safety Act, section 25(2)(h), employers are responsible to take every precaution reasonable in the circumstances for the protection of the worker and shall advise workers of the existence of any potential or actual danger to the health and safety of the worker of which the employer is aware.
- 3.2 Every worker has the responsibility to report to his/her supervisor any health and safety issue that endangers his/her safety and security.
- 3.3 In situations where the police are involved pursuant to APM A7100, the Aggressive Incident Report Form (FORM A4071-1) is completed in addition to the Violent Incident Form (FORM A7100-1).
- 3.4 In situations where there is an aggressive incident and a student is restrained, the Aggressive Incident Report Form (FORM A4071-1) is completed in addition to the Physical Restraint Incident Report (FORM A1440-1).
- 3.5 If the employee is injured and requires medical attention or is off work due to the injury, APM A2320 - Reporting of Workplace Injury/Illness must be followed, and FORM A2320-1 must also be completed.

**4. Procedure**

- 4.1 As soon as possible after an aggressive incident occurs, the employee completes the first two sections of the Aggressive Incident Reporting Form (FORM A4071-1), Employee Information and Details of Incident. The form is submitted to the supervisor.
- 4.2 If the employee is unable to complete the form due to the severity of the incident or absence from the workplace, the employee may ask a co-worker or union representative to complete the form on his/her behalf using the known details of the incident.
- 4.3 The supervisor shall meet with the employee and complete the third section of the form. The supervisor checks all actions that will be initiated as a result of the aggressive incident and indicates when such actions will occur.
  - 4.3.1 The supervisor and employee must ensure that the aggressor is not named and any students involved are not identifiable on the Aggressive Incident Reporting Form.



- 4.4 The employee and the supervisor both sign and date the form. If someone other than the employee completed the form on the employee's behalf, that name is printed in the signature section and that individual signs and dates the form.
- 4.5 The supervisor maintains the original completed form in a designated Aggressive Incident file, provides a copy to the employee, and couriers a copy to Human Resource Services - Health and Safety within three (3) days of the incident, who is responsible for tracking the aggressive incidents. Staff will have access through their supervisor to the Aggressive Incident file for their work location in order to assist them in making informed decisions regarding interactions in their work location.
- 4.6 If someone other than the employee completed the form on the employee's behalf, the employee must review the completed form upon their return to work and indicate their agreement to the contents by initialling the original form maintained at the school. If the employee is not in agreement with the information on the form, they may complete a new Aggressive Incident Reporting Form, indicating that it is a revision to an earlier report, and resubmit it in accordance with this APM.
- 4.7 Human Resource Services - Health and Safety shall provide a copy of the completed Aggressive Incident Reporting Form to the Superintendent responsible for the affected employee, and the Instructional Services Department, if applicable, for the purpose of ensuring that appropriate action has been taken.
- 4.8 Information gathered from the Aggressive Incident Reporting Form will be entered into a tracking system. A summary report will be provided to the Joint Health and Safety Committee at each scheduled meeting for the purpose of making recommendations to the Board on safety matters under the Occupational Health and Safety Act.
- 4.9 Personal information on the Aggressive Incident Reporting Form shall not be used or disclosed by Joint Health and Safety Committee Members to external parties, including union representatives, except in compliance with the Municipal Freedom of Information and Protection Act and appropriate Board authorization.

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