



# PROCEDURE

# HS-004

<b>EMPLOYEE SAFETY PROTOCOL AT NON-BOARD LOCATIONS</b>	
<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2020/02/24
<b>Last Updated:</b> 2020/02/24	<b>Next Review Date:</b> 2023/12/11

### **Purpose:**

To provide expectations for Grand Erie District School Board (Grand Erie) Employees who may be required to work at other locations before, during and after school hours (e.g., home interview, workplace interview with parent(s)/caregiver(s) etc.).

### **Guiding Principles:**

Employees are expected to be vigilant about personal safety at all times. Employees must review all safety concerns with their immediate Supervisor(s) at the earliest opportunity, which must result in an assessment of the immediate and future needs to ensure their safety.

In fulfilling this commitment, the Grand Erie will provide and maintain a safe workplace and healthy environment, as indicated by accepted safety practices and in compliance with legislative requirements of the Acts, Regulations, and Codes.

An employee(s) who feels unsafe should leave the situation immediately and report to their immediate Supervisor(s). The Supervisor(s) must review general safety measures annually with employees. A record must be kept of any training that has taken place, as well as the employees participating in the training. This record will be kept on site for one year.

### **Limitations**

Teachers employed under the *Education Act* and governed by the *Teaching Profession Act* have a responsibility to supervise students and cannot remove themselves from an area if the life, health or safety of a student is placed in imminent jeopardy (*Teaching Profession Act*, R.S.O. 1990 Reg. 857).

## **1.0 Procedures to Ensure Staff Safety on Home Interviews and on Board Business**

- 1.1. Prior to community or in-home contact and where possible, assess risk based on information available through referral source and telephone screening interview with the family member and or collaterals, to determine family's situation and any question as to the safety of employee(s). Employees should also consider the existence of any animals that may create a risk or threat to the employee due to aggressive nature or allergy concerns.
- 1.2. Discuss all situations with question of risk with your immediate Supervisor(s) prior to intervention and develop a safety plan based on the level of risk. The visit may need to be cancelled, or more than one person may be required to attend.
- 1.3. A cellular phone must be utilized for all in-home community interviews. Check phone functioning prior to entering the interview locations. Cell phones should be turned on and programmed for emergency assistance. Be aware, if you are using the cell phone and are calling police, you must give your location verbally, as a cell phone location cannot always be traced by police.
- 1.4. Employees shall maintain an up-to-date record of their whereabouts which shall be made available to their immediate Supervisor(s) at all times.

## **2.0 Incident Reporting**

- 2.1. All incidents involving physical or emotional injury MUST be reported immediately to the immediate Supervisor(s).

- 2.2. Other incidents, unexpected events or occurrences that could have resulted in a threatened physical or emotional situation or injury must also be reported to the immediate Supervisor(s).
- 2.3. The employee(s) will ensure that the specifics regarding work related injuries are reported.
- 2.4. The immediate Supervisor(s) will ensure that all incidents are reported in accordance with Employee Injury Reporting and Investigation Procedure (HR-006) and Workplace Violence Policy (HS-02).

### 3.0 **General Safety Guidelines**

- 3.1. Get to know the building and area where work is performed.
- 3.2. Be aware of animals residing at the location. If at any time you feel threatened by an animal, leave the area immediately.
- 3.3. If in unfamiliar areas, arrive before dark. If this is not possible, park in well lit area.
- 3.4. Where possible, avoid underground parking lots, isolated areas, or deserted alleyways, even though you may have to walk farther.
- 3.5. Make sure your family know your schedule.
- 3.6. When traveling, set up a prearranged check in time, and in pre-arranged circumstances notify immediate Supervisor(s) upon departure.
- 3.7. It is recommended that valuables and/or purses should not be worn or carried openly. Waist packs could be considered.
- 3.8. Be alert to any passengers sitting in parked cars and where possible walk on the side of the street opposite to where cars are parked.
- 3.9. Lock your car; leave no valuables or equipment in sight.
- 3.10. Have your keys in your hand before leaving a residence or building in order to avoid any delay in entering your car.
- 3.11. Check the back seat before getting into your car.
- 3.12. Keep your doors locked at all times when you are in your car.
- 3.13. Use care and caution when using elevators or stairs.

### **Reference(s):**

- [Education Act, R.S.O. 1990, c. E.2](#)
- Employee Injury Reporting and Investigation Procedure (HR-006)
- [Teaching Profession Act](#)
- Harassment/Objectionable Behaviour Policy (HR-05)
- Harassment/Objectionable Behaviour Procedure (HR-005)
- Workplace Violence Policy (HS-02)
- Workplace Violence Procedure (HS-002)