Occupational Violence Policy

Rationale:

All employees, students, parents, contractors and visitors in schools or other Department workplaces are expected to act in ways which are not aggressive and threatening to others. Occupational violence can occur in a number of settings including at the workplace; off site situations such as school camps, excursions and social functions; at an employee’s home, in a public place or at a community event as a direct result of a person’s role as a Department employee or, increasingly so, within cyberspace through threatening website postings, emails and SMS.

Definition:

Occupational violence refers to all forms of physical attacks and threatening conduct. Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are deemed to be unacceptable in any of the Department's workplaces.

Aims:

- To ensure all employees, students, parents and community members are safe at Gembrook primary school.
- To ensure Gembrook Primary School satisfies its duty of care to all staff, students and parents.
- To ensure all staff are informed about how to manage the risk of, or actual, Occupational Violence.

Implementation:

- At OHS meetings with Health and Safety Representatives (HSR) and employees assess whether staff perceive a risk of Occupational Violence or whether incidents of Occupational Violence have occurred.
- Annually, or in response to a perceived risk, complete the DEECD Occupational Violence Checklist and Audit to identify risk factors.
- If at any time Gembrook Primary School identifies that the workplace is at Medium (1 incident of Occupational Violence) to High (3 or more incidents of Occupational Violence) Risk of Occupational Violence then the school will conduct the DEECD Occupational Violence training for staff.
- If there is a perceived risk of Occupational Violence:
  - Identify any particular individuals at risk;
  - Correctly identify what is creating the hazard for those individuals;
  - Take action to control the hazards;
  - Make sure workplace procedures are in place to manage the risk;
  - Provide appropriate information, instruction and training for employees so they have the awareness, knowledge and skills to identify risk factors.

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associated with occupational violence, the signs of impending violence and the appropriate prevention measures to control these kinds of risks;

- If an incident of Occupational Violence is reported:
  - Act in accordance with the Department's policies and procedures as set out in the Emergency and Security Management Guidelines; including accessing the Employee Safety and Support Services to assist with risk management or in response to actual Occupation Violence if it occurs.
  - Serious workplace incidents will require that you notify Worksafe Victoria also. Notifiable incidents are incidents that result in death or a serious injury.
  - Enter all incident data into eduSafe for employees or CASES21 for students as soon as possible after the incident.

This document should be read in conjunction with the Student Health and Wellbeing Policy in relation to managing challenging student behavior.

This document should be read in conjunction with the DEECD Policy and Guidelines on handling Parent Complaints effectively.

**Evaluation:**

Gembrook Primary School Staff, Students and Parents are safe at school.

Gembrook Primary School satisfies its duty of care to all students and staff.

Staff are prepared to manage the risk of Occupational Violence.

Review of the policy as part of the 3 year policy review cycle.

**References:**

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007