

AGENDA: 6:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Land Acknowledgement
4. Workplace Violence Summary Data 2021-2022
5. Employee Attendance Monitoring Report: September 2022 – December 2022

We acknowledge our presence on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty.

The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity.

We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.



EXECUTIVE REPORT TO HUMAN RESOURCES COMMITTEE

TO: HUMAN RESOURCES COMMITTEE

FROM: Sheryl Robinson Petrazzini, Director of Education

DATE: January 23, 2022

PREPARED BY: Jamie Nunn, Superintendent Human Resource Services
Matthew Kwan, Manager, Occupational Health and Safety

RE: Violent Incident Reporting Statistics

Action Monitoring

Background

Hamilton-Wentworth District School Board (HWDSB) is committed to providing and maintaining a safe and healthy work environment for all workers, students and occupants of all HWDSB sites. As the employer, we are required to have a process for workers to report instances of workplace violence as defined by the Ministry of Labour, Immigration, Training and Skills Development. Any incident resulting in health care, lost time or critical injury requires notification to unions/federations and the Central Joint Health and Safety Committee. At HWDSB, we have further chosen to share information with our Central Joint Health and Safety Committee on incidents that do not result in health care, lost time or critical injury.

As a follow-up to a request at the Human Resources' Committee on May 18, 2018, staff provide an annual summary of violent incident reporting statistics. The data summarized has been added for the beginning of September 2020 through December 2020.

Definition of Workplace Violence

The Ministry of Labour, Immigration, Training and Skills Development defines workplace violence as:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,*
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.*

The purpose of Employee Incident Report is to collect information that occurs during the course of work so the supervisor can investigate and implement corrective actions as appropriate. In some instances, the incident was reported as workplace violence; however, the incident does not meet the Ministry of Labour, Immigration, Training and Skills Development's definition, shown above. Although the definition may not have been met, the receipt of the report remains a mechanism to document information, initiate an investigation, and respond accordingly using corrective actions to prevent a reoccurrence.

The data in this Board report is collected from our Employee Incident Reports. HWDSB does not review individual incidents to determine if they meet the threshold to be considered workplace violence. Many school boards focus

on incidents that result in health care or lost time as these incidents are more likely to meet the threshold for workplace violence that require notification to unions, joint health and safety committees. At HWDSB, we also include *No Injury* statistics that some boards do not include. These incidents do not usually meet the definition of violence used by the Ministry of Labour, Immigration, Training and Skills Development but are an indicator of unwanted behavior requiring attention.

Employee Incident Report Reporting Categories

The data is reported in four major categories: *First Aid, Health Care, Lost Time and No Injury*. The terms are defined as follows:

1. **First Aid:** First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.
2. **Health Care:** Professional services provided by a health care practitioner, services provided by hospitals and other health care facilities, prescription drugs, services of an attendant, modifications to a person's home or vehicle, as well as other measures to facilitate independent living as in the Board's (WSIB) opinion are appropriate, assistive devices and prostheses, extraordinary transportation costs to obtain health care, such measures to improve the quality of life of severely impaired workers as, in the Board's (WSIB) opinion are appropriate.
3. **Lost Time:** Incidents where the worker is off work past the date of accident, loss of wages/earnings or a permanent disability/impairment
4. **No Injury:** Incidents submitted that do not result in first aid, health care or lost time.

There are other definitions relating to violence that often overlap with the requirements of the Occupational Health and Safety Act (OHSA) including from the Ministry of Education and Criminal Code. For the purposes of this report and our policy and program, the focus is on the OHSA definition of workplace violence. The OHSA does not address incidents against students or community members on school premises. The focus is on worker safety while in the workplace.

Reported Violent Incidents by Panel, 2018-2022

The following chart summarize Employee Incident Reports where workplace violence was indicated by an employee in either the elementary or secondary panel.

Data Reporting Context

The last school year we have complete data came during 2018-2019. Since then, COVID-19 related disruptions to in-person learning have skewed reporting data relating to workplace violence. While 2021-2022 maintained many restrictions related to COVID-19, in-person learning continued for most of the school year. Cohort-based dismissals continued in-line with Ministry of Health guidance until February 2022 with program related restrictions loosening shortly afterwards.

Elementary Schools (FDK-8)					
Year	First Aid	Health Care	Lost Time	No Injury	Total
2018/2019	87	37	38	2213	2375
2019/2020	63	29	28	1551	1671
2020/2021	63	18	17	994	1092
2021/2022	118	43	40	1518	1719
Secondary Schools (9-12)					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/2019	9	7	14	155	185
2019/2020	30	5	10	177	222
2020/2021	16	7	12	236	271
2021/2022	21	8	3	301	333

Reported Violent Incidents by Panel, 2018-2022

The following chart summarize Employee Incident Reports submitted by employee group.

Elementary Teachers					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	14	9	11	533	567
2019/2020	13	7	8	412	440
2020/2021	18	6	3	128	155
2021/2022	26	15	6	334	381
Secondary Teachers					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	2	3	4	44	53
2019/2020	12	1	3	48	64
2020/2021	4	1	2	44	51
2021/2022	12	4	0	112	128
Child and Youth Care Practitioners and Educational Assistants					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	69	27	33	1672	1801
2019/2020	61	22	23	1126	1232
2020/2021	54	17	24	981	1076
2021/2022	94	29	33	1243	1399
Designated Early Childhood Educators					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	5	0	0	104	109
2019/2020	4	1	0	107	112
2020/2021	1	1	0	48	50
2021/2022	4	0	3	102	109
All Other Employee Groups Principals and Vice-Principals, PSSP, CUPE, PASS, Superintendents, Non-Union CCE, OCTU, Project Search and Focus on Youth					
	First Aid	Health Care	Lost Time	No Injury	Total
2018/19	6	5	3	47	61
2019/2020	3	3	4	34	44
2020/2021	2	0	0	29	31
2021/2022	3	2	2	31	39

Proportion of Employee Incident Reports by Grade

The following chart below summarizes the proportion of Employee Incident Reports where workplace violence was indicated, submitted by grade. Staff are observing and responding to an increase in reports submitted within the primary grades.

Grade	2020/2021	2021/2022
FDK	22.1%	22%
Grade 1	5.6%	11%
Grade 2	8.7%	6%

Grade 3	7.3%	13%
Grade 4	12.2%	8%
Grade 5	4.6%	4%
Grade 6	2.4%	3%
Grade 7	4.3%	1%
Grade 8	1.3%	1%
Grade 9	4.5%	1%
Grade 10	0.5%	2%
Grade 11	0.1%	0.4%
Grade 12	0.1%	0.2%
Self-Contained Class – Elementary	11.9%	10%
Self-Contained Class– Secondary	14.1%	15%

Observations 2022-2023

Due to the disruption to in-person learning over the last several years, we have further included comparative data of incidents reported as workplace violence for the period September 2022 to December 2022 compared to the same months in 2019. This was the last time where the September to December period experienced minimal disruption to in-person learning and may be more useful for comparative purposes.

	Health Care	Lost Time	Total
2019 (Sept. to Dec.)	24	24	48
2022 (Sept. to Dec.)	36	22	58

Anecdotally, some of the challenges we have observed this year include some students struggling to return to in-person learning, transitioning to new environments and access to community supports. Access to health care can be a challenge for some of our students as well.

To help support the return to in-person learning, additional Child and Youth Care Practitioners as well as Educational Assistants have been introduced into schools. Targeted use of funding from the Ministry of Education has allowed for the introduction of several specialized programs that support the development of pro-social skills.

HWDSB Approach to Workplace Violence

Staff continue to implement two board procedures that relate directly to workplace violence. Both procedures are reviewed with the Board's multi-workplace Joint Health and Safety Committee. The [Workplace Violence Prevention Procedure](#) covers many of the elements expected of us under the OHSA. This includes amongst other things:

- Creating response plans
- Prevention and mitigation strategies
- Summoning assistance
- Incident reporting
- Serious incident response and referencing secure school protocol for lockdown, hold and secure, etc.
- Training
- Protective equipment
- Domestic violence
- Workplace violence risk assessments

However, recognizing challenges faced in schools and that most of our reports relate to patterns of student behavior, we have the [Promoting Safety Through Student Behaviour Management Procedure](#) that helps prepare a planned response to known behaviour. The procedure focuses on:

- Recognizing patterns of behaviour to create Behaviour Support Plans (BSP) to help correct that behaviour
- Students requiring regular support and are likely to injure themselves or others, a Safe Intervention Plan (SIP) is created based on the working knowledge of staff who know them best, with involvement with the parent/guardian and supported by the principal and Board supports.
- Staff supporting students by following a SIP, participating in training on de-escalation techniques that may help to avoid or prevent injury.

After an incident has occurred, the following occurs:

- Incidents resulting in health care or lost time are shared with our multi-workplace JHSC and unions within 4 days as required by the OHSA.
- Incidents not resulting in health care or lost time are shared with our multi-workplace JHSC after anonymizing the information to remove personal identifiers.
- Supervisors are tasked with investigating the incident to recognize hazards in the workplace and to take corrective actions. They will often need to draw on supports available through Specialized Services.
- The multi-workplace JHSC provides recommendations to the employer and has a role in bringing forward concerns, reviewing processes and procedures, and reviewing incident data in our monthly meetings.

Next Steps

Staff will continue to support the implementation of the Workplace Violence Prevention Procedure and the Promoting Safety Through Student Behaviour Management Procedures at the school level. Additional resources are focused towards addressing workplace violence, identifying areas for improvement and improving communication and training.

Staff Observations

Since the last report, staff continued to observe an increase in the number of short-term personal illness days used by staff for a number of reasons including but not limited to sporadic illness, extended medical leaves of absences, or increased medical accommodation needs which can be attributed to delays in accessing and/or receiving health care, treatment, and medical procedures. Further, staff have reported they have followed the additional health measures advised by Hamilton Public Health and the Board whereby they have stayed home when they have felt unwell and used the School and Child Care Screening Tool before they arrived at their work location to make such a determination.

Next Steps

The Employee Support and Wellness Department continues to monitor attendance rates. The department supports staff through best-practice early intervention programs, workplace accommodation programs, attendance support programs, and disability management programs to promote a safe return to work while working with our staff, system leaders, union leaders, and medical practitioners to further support and remove barriers which may prevent employees from regularly attending work.

To continue promoting and supporting employee wellness, ESW continues to expand the new Staff Wellness Program implemented on September 1, 2022, in partnership with the Staff Wellness Advisory Committee. The committee consists of representation from all HWDSB employee groups and serves to provide strategic advice on the development, implementation, and assessment of key staff wellness program initiatives.

They also continue to work closely with our Employee and Family Assistance Provider (EFAP), Homewood Health, in promoting available resources and services to support HWDSB staff through a variety of avenues. Homewood Health offers a variety of well-being programs and services to support employees in their wellness journey both within the workplace and in their personal life. Examples of services include life coaching, counselling, interactive educational tools, health and wellness assessments, access to a library of health, life balance and workplace articles, crisis response, and more. Homewood Health is a confidential service available to all HWDSB employees and their dependents, 24/7 and is free of charge to the employee.

Staff will continue to provide attendance monitoring reports to the Board including the steps taken to support all staff with the implementation of our Staff Wellness plan.