



SCHOOL DISTRICT 58 (Nicola-Similkameen)

What to Do Following Workplace Violence or a Threat

Employee Quick Guide

If there is immediate danger

- ☐ Move to a safe location.
- ☐ Call for assistance and follow school/District emergency procedures.
- ☐ Call 911 where police, fire or ambulance assistance is required.
- ☐ Obtain first aid or medical attention as needed.

Report the incident

Notify your principal/supervisor as soon as practicable and complete the SD58 Workplace Violence Incident Report found on the district website.

If you were injured, experienced adverse symptoms, required medical treatment, lost time, or the incident had the potential to cause serious injury, also complete the injury-reporting process (WSBC Form 6A) and notify your supervisor immediately.

After you report

The principal/supervisor will review the incident with a JOHSC-Rep, they will consider whether further investigation or notifications are required, assess existing safety controls, and identify corrective actions. You may be asked for additional information.

Medical and other support

If you report an injury or adverse symptom resulting from an incident of violence, you should consult a physician of your choice for treatment or referral. You may also access any employee support resources available through SD58.

Important

When in doubt, report. Workplace-violence reporting is intended to identify hazards, support employees and prevent recurrence. When an incident involves a student, the safety-reporting process is separate from decisions about student discipline or educational programming.