

## 3.15 Violence in the Workplace Policy

### **Philosophy:**

Burnaby Association for Community Inclusion is committed to promoting a safe and healthy workplace environment for its employees. Ensuring that appropriate support, training, and safeguards are in place for our staff that care for individuals who may display aggressive behaviours are key components of workplace safety. The goal of this policy is to ensure the safety and well being of the individuals served and employees.

### **Policy:**

When an individual supported displays aggressive behaviour towards a person or property, employees are authorized to intervene in a manner consistent with BACI's philosophy, policies, and documented support plans.

### **Reporting Incidents of Aggression:**

Critical Incident Reports will be completed for all incidents involving aggression by supported individuals. Incidents of aggression that result in the injury of an employee will be reported to DMI as per the identified reporting procedure.

### **Preventing Injury to Others:**

BACI will monitor situations where behaviours exhibited by supported individuals pose a threat to themselves or to others. Monitoring may include recording the history, frequency, duration, and intensity of the behaviour. BACI will develop appropriate support plans to minimize injuries or incidences resulting from the aggressive behaviour. The support plans will be evaluated for effectiveness on a regular basis.

BACI will provide orientation and training to employees who work in programs where there is an increased risk of injuries resulting aggressive behaviour.

BACI will review support plans and staffing levels for programs with an increased risk of aggressive on a minimum annual basis. The Program Manager is responsible for conducting and reporting the results of this review.

### **Responsibilities of Employees:**

All employees are responsible for the following actions:

- Reporting any concerns to their immediate supervisor (or designate) regarding behaviours of supported individuals that may pose a risk to themselves or others
- Reporting any non-compliance with policies, procedures, or behaviour support plans
- Cooperating in the development, implementation, and review of the behavioural support plan

- Notifying their supervisor (or designate) if they not understand or agree with any part of a behavioural support plan
- Identify training needs
- Participating in and maintaining current certification related to providing behavioural support.

**Incident Debriefing:**

BACI will provide debriefing opportunities to employees who have been involved in an incident involving aggression by a supported individual.