

Ministry of Education

Education Labour and Finance
Division

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Division des relations de travail
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d'éducation

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April 7, 2021

Dear Director of Education,

I am writing to follow up on the communication sent to you on May 27, 2019, relating to the [Workplace Violence in School Boards: A Guide to the Law](#) guidance material, developed by the Ministry of Labour, now Ministry of Labour, Trades, and Skills Development (MLTSD), and distributed to school boards in the spring of 2018. This Guide was designed to assist all parties in understanding their obligations under the *Occupational Health and Safety Act* and provide a consistent platform for MLTSD inspectors and workplace parties.

In order to assess the effectiveness and level of awareness of the Guide, a survey of school board employees was prepared. The results of the survey were reviewed by the Provincial Working Group on Health and Safety (PWGHS). The survey results indicated that most school board employees were unaware of the existence of the Guide.

In consultation with the PWGHS, we recommend that the Guide be distributed as follows to facilitate awareness:

- via email to staff members as a pdf document to save for their own reference to facilitate offline searches;
- with the Joint Health and Safety Committee(s) to facilitate their work; and
- a printed copy should be posted on the health and safety bulletin board in each work location.

Additionally, as you plan for Professional Activity Days in the fall, we want to remind you of the resources available to you to assist with training related to this guide. On April 9, 2019, the B13 memorandum Road Map Resource Training Materials was sent from Ministry of Education's Assistant Deputy Minister to Directors of Education and Senior Business Officials in school boards. These materials include scenarios and useful appendices developed by the Ministry of Education to support the required occupational health and safety training on reporting violent incidents.

- The B13 memorandum Road Map Resource Training Materials and a Powerpoint: https://efis.fma.csc.gov.on.ca/faab/B_Memos_2019.htm
- Text of resource manual in HTML: <http://www.edu.gov.on.ca/eng/policyfunding/workplace/violence.html>
- School boards can contact the Ministry of Education for a pdf of the resource manual.

The Provincial Working Group on Health and Safety continues to work on additional resources to assist with training on the notifications of risk.

We remain committed to the goal of schools free of violence for all staff and students. We look forward to working with the education sector and community partners. Ensuring the health and safety of staff and students in Ontario's public education system is a top priority for our government, and we thank you for your support of this initiative.

Sincerely,

Original signed by Andrew Davis

Andrew Davis
Assistant Deputy Minister
Education Labour and Finance Division

Attachment: Workplace Violence in School Boards: A Guide to the Law

- c: Provincial Working Group on Health and Safety (PWGHS)
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Anne Lavoie, Association des enseignantes et des enseignants franco-ontariens (AEFO)
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John Pecsénye, Ontario English Catholic Teachers' Association (OECTA)
Ron McNamara, Ontario Catholic School Trustees' Association (OCSTA)
Tilia Cruz, Principals' Associations (OPC, CPCO, ADFO)
Chris Broadbent, Ontario Public School Boards' Association (OPSBA)
Norm Westbury, Ontario Secondary School Teachers' Federation (OSSTF)