

Columbia College Occupational Health and Safety Committee Threat Assessment Team Terms of Reference

NOTE: <i>Must; Shall; Will:</i> <i>Should:</i> <i>May or Could; Can:</i>	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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Name of Committee: Occupational Health and Safety Committee – Threat Assessment Team

Standing or Special: Standing

Sponsoring Body: President

Reporting to: President or his designate

Level of Authority: This is an advisory body to the President; however, it is authorized to make final decisions in situations where there is a threat or concern for the wellbeing of an individual/s and/or school community.

Membership:

- Chaired by a current member of the team.
- Multi-disciplinary team consisting of core members: Manager Student Services, Registrar, Coordinator Career Services and Employment, Program Chair Medical Health Programs. Other members of the college community may be consulted on a case-by-case basis.
- This Committee may from time to time, choose to invite other parties to attend select meetings.

Purpose of Committee:

- To assist in creating and maintaining a working and learning environment where students, employees and visitors feel safe and secure.
- To assess, investigate and determine an appropriate level of response to reports of behaviours of potential concern and/or threats with the potential to result in harm to any/all members of the campus community.
- To coordinate the efforts of all employees, students and users to identify and report behaviours of potential concern and threats (as defined in Appendix A) using the Emergency Response Incident Report.

Specific Responsibilities of the Committee:

- To gather and conduct a fact based assessment of all relevant information and data pertaining to students, employees or visitors whose behaviours may present a threat or concerning behaviour to the Columbia College community. The primary focus of an assessment will be the safety and wellbeing of all members of the College community;
- To tailor its response to the circumstances, taking into account the need to balance safety and security requirements against privacy considerations.
- To implement, coordinate, and monitor the risk and threat assessment response.
- To provide risk assessment services when a student is identified as Student-in-Crisis according to the Student Code of Conduct.

- To establish administrative processes and procedures for the TAT, determine training needs, and identify appropriate risk assessment tools.
- To provide education and training for employees, faculty, staff and students in the areas of risk management.

Chairperson and Recorder:

- As decided by the committee.

Duties of Members:

- To maintain a level of safety that is in compliance with the Occupational Health and Safety Act.

Format:

- The group will determine its method of conducting meetings, problem solving and decision making.

Records:

- Records of meetings should be prepared and distributed to all members of the committee as well as to the president or his designate within two days of each meeting.
- The chairperson should maintain the records of all meetings held over the past 12 months.

Appendix A: DEFINITIONS

Behaviours of potential concern

Behaviours of potential concern to bring forward to the TAT are those that cause concern for members of the College community that may indicate that an individual is moving toward an increasing risk of harm to self or others. Examples of such behaviours may include, but are not limited to:

- Acts of violence;
- Threats;
- Stalking;
- Excessive or intimidating expressions of violence, death or weapons in drawings, artwork, writings, spoken words, videos, personal websites or blogs;
- Homicidal/suicidal expressions, actions or gestures;
- Weapons (or replica weapons) on campus or recent acquisition of firearms;
- Fascination or preoccupation with violence, themes of violence, or weapons;
- Expressions of approval of the use of violence to resolve conflict and identification with perpetrators of violence;
- Excessive or intimidating references to workplace or campus violence incidents or other mass murders;
- Belligerent or angry outbursts, uncontrolled anger for seemingly minor reasons, depression;
- Expressions of extreme anger towards self, students, employees or Columbia College;
- Sudden irrational ideas/beliefs;
- Indications of hatred towards any particular group;
- Statements expressing a strong sense of marginalization caused by others which may include elaborate plans for revenge;
- Excessive blaming of others;
- Social withdrawal and isolation from family and friends; Drastic changes in behaviour including absenteeism, mood swings, diminished self-care and personal hygiene; Drastic changes in academic or work performance;
- Evidence of drug or alcohol abuse;
- Numerous conflicts with supervisors, other students or employees;
- Exposure to and/or involvement in violence or bullying.

Risk Assessment Risk assessment is the process of determining if a person of concern may pose a further risk to some known or unknown target(s) at some unknown period in time. Risk assessment occurs after the initial level of risk is assessed and immediate risk reducing intervention has occurred. Comprehensive risk assessments are often conducted by other professionals with the benefit of TAT data. Individual members of the TAT may participate in risk assessments.

Threat A threat is an expression of intent to do harm or act out violently against someone or something. A threat may be spoken, written or symbolic. Threats can be classified as direct, indirect, conditional, or veiled.

Threat Assessment Threat assessment is the process of determining if an individual poses a risk to themselves and/or others at a particular time.

Threat Management Threat management is the appropriate intervention at the appropriate time.

Violence Violence is the attempted or actual exercise by a person of any physical force so as to cause injury to a Columbia College student, visitor or employee. It includes any threatening statement or behaviour that gives a Columbia College student, visitor or employee reasonable cause to believe that he/she or others are at risk of injury.

Weapon A weapon is any implement used, designed to be used or intended for use to kill or injure any person(s) or to threaten or intimidate any person(s).