

Bulletin Type: **General Update**

Subject: Shelter, Support and Housing Administration's (SSHA) Commitment to Shelter Safety & Relevant SMIS Information Session Dates

Bulletin: This bulletin provides information on:

- SSHA's commitment to shelter safety
- SMIS Information Session Dates *on Updates to Incident Report Module to Support Documentation of Workplace Violence & Development of the Behavioural Risk Alert Safety System*

SSHA's commitment to shelter safety

SSHA is committed to shelter safety and the prevention of workplace violence across the shelter system. We recognize the deep impact that situations of workplace violence have on everyone involved, including workers, clients, and visitors.

Experiences of workplace violence can result in physical injury, psychological trauma, and increased workplace stress and fear. We urge all providers to take the necessary steps to prevent workplace violence within their shelter sites. When workers anticipate violence within the workplace, both workers and clients are negatively impacted.

In order to enhance workplace safety for all shelter providers, SSHA has been working on the development of a system for communicating a potential risk of violence to service providers using SMIS. Once developed, the **Behavioural Risk Alert Safety System (BRASS)** will:

- Act as a mechanism within the Shelter Management Information System (SMIS) to support the prevention of workplace violence.
- Provide shelter sites with the necessary information to provide services to clients in a safe and informed manner.

SSHA will be doing further sector-consultation in early 2023 and conducting training for all SMIS users prior to launching BRASS.

SMIS Information Sessions: *Updates to Incident Report Module to Support Documentation of Workplace Violence & Development of the Behavioural Risk Alert Safety System.*

As the service administrator of SMIS, SSHA has been making updates to the platform's Incident Report module to support enhanced documentation of incidents that meet the definition of workplace violence and set the foundation for BRASS implementation.

SSHA's encourages all SMIS users, operational managers, and executive directors to attend the upcoming Information Sessions on: *Updates to Incident Report Module to Support Documentation of Workplace Violence & Development of the Behavioural Risk Alert Safety System.*

The session will provide participants with an understanding of:

- Updates to the Incident Report Module and workplace violence documentation within SMIS
- Definition of workplace violence
- How to determine if an incident meets the definition of workplace violence
- An introduction the Behavioural Risk Alert Safety System and why it is being developed

Three session dates & links to attend can be found below:

Date: Tuesday, November 29th
Time: 4pm – 5:30pm

Join link:

<https://toronto.webex.com/toronto/j.php?MTID=m6755c652271dac270527851fe35a8980>

Webinar number:

2452 246 7553

Webinar password:

tqRj2hkcQ66 (87752452 from phones)

Join by phone

+1-416-915-6530 Canada Toll

+1-613-714-9906 Canada Toll (Ottawa)

Access code: 245 224 67553

Date: Thursday, December 1st
Time: 1:30pm-3:00pm

Join link:

<https://toronto.webex.com/toronto/j.php?MTID=mec7652102701aa30061e7244d8a901d2>

Webinar number:
2463 271 8641
Webinar password:
3fPbMVDmm26 (33726836 from phones)

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)

Access code: 246 327 18641

Date: Friday, December 2nd

Time: 10am-11:30am

Join link:

<https://toronto.webex.com/toronto/j.php?MTID=mbed343ac6f5809a484b865ded4d7f3f8>

Webinar number:
2453 798 5984
Webinar password:
9fxFJNWuM27 (93935698 from phones)

Join by phone
+1-416-915-6530 Canada Toll
+1-613-714-9906 Canada Toll (Ottawa)

Access code: 245 379 85984

Please ensure that this Bulletin is cascaded to all relevant staff as soon as possible, and a hard copy of this document posted in a conspicuous place for ongoing reference.

Resources: For more information on workplace violence, please refer to: [Preventing workplace violence and workplace harassment | ontario.ca](#)

Contact Information: For more information about this Bulletin, please contact your Agency Review Officer (ARO) or Manager.