

Bulletin Type: **General Update**

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

Bulletin: Further to **Bulletin 2022-10**, this bulletin provides information on:

- SSHA's commitment to shelter safety
- SMIS Information Session Recording and Resource *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 made 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 encourages all SMIS users, operational managers, and Executive Directors to review the Information Session recording or provided resource on: *Updates to Incident Report Module to Support Documentation of Workplace Violence & Development of the Behavioural Risk Alert Safety System.*

The session provided 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 to the Behavioural Risk Alert Safety System and why it is being developed

The December 2nd **Information Session recording link and QR code** can be found below:



<https://360.articulate.com/review/content/08362d69-be68-4a25-ba68-8e33b450ae0c/review>

The self-directed **Information Session resource link and QR code** can be found below:



https://rise.articulate.com/share/RdnCPv--4y8m9_loLjYDHgQA7IDWLng

Please ensure that this Bulletin is cascaded to all relevant staff and retained for future 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.