

Health & Safety Forms - eBase

The following Health & Safety and Ministry of Education forms are now housed on eBase in the Form Logic Module:

- Employee Incident Report Form (EIR) / Safe Schools Incident Report Form (SSIR)
 - Employee Incident Report Form
 - To be used when a staff member is directly impacted by a hazard/incident during the course of their duties, including workplace violence incidents
 - Example: staff member reporting they experienced a slip, trip, or fall
 - Example: staff member reporting they experienced student-to-staff violence
 - Example: staff member reporting they experienced nonstudent-to-staff violence
 - Safe Schools Incident Report
 - To be used when there has been an incident that requires a Safe Schools Incident Report (e.g., a student's behaviour for which suspension or expulsion must be considered)
 - Employee Incident Report & Safe Schools Report
 - New combined report!
 - To be used when the hazard/incident involves both direct impact to the staff member and a student's behaviour for which suspension or expulsion must be considered

Note: Students in Junior Kindergarten to Grade 3 cannot be suspended for activities under Section 310 of the *Education Act*, however, these incidents are still unacceptable and must be reported to the principal.

- Physical Intervention Report
 - To be used when a physical intervention was used by a staff member to control student aggressive behaviour
- Accident/Incident Witness Report
 - To be used when a staff member witnesses an incident but is not directly involved or impacted (e.g., a staff member witnesses a co-worker slip and fall)
- Site Violence Risk Assessment (Principals/Supervisors)

- To be submitted at least once annually (e.g., the start of the school year and additionally as required following serious incident) in consultation with at least one worker at the site. The assessments are reviewed by the Joint Health & Safety Committee.

For any questions relating to hazards or incidents, please contact your principal/supervisor.

For questions relating to the eBase incident reporting system, please contact healthandsafety@ugdsb.on.ca.

Thank you for helping make UGDSB a healthy and safe working and learning environment for all!