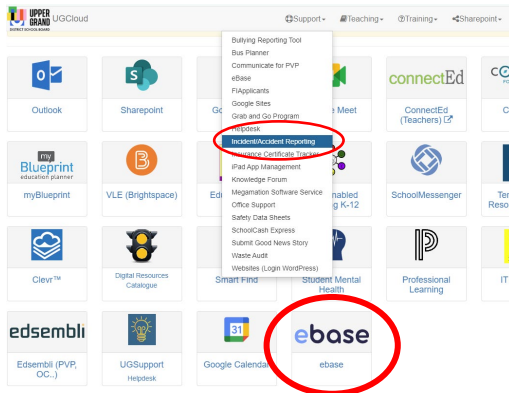


Incident Reporting Using eBase FAQ's

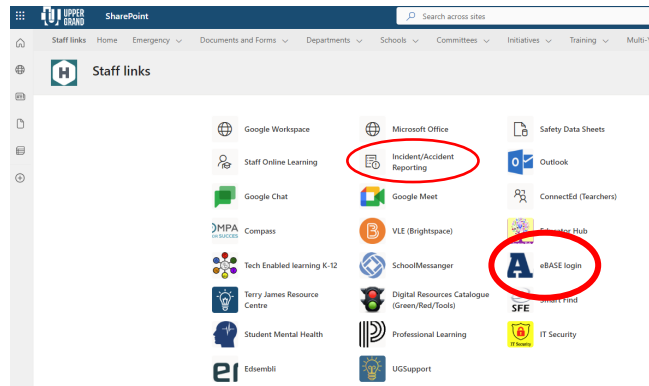
Where to find/access the online reporting system?

Access the incident reporting site through the “**Incident/Accident Reporting**” links used previously. **eBase** also has its own icon on both the UGCloud and SharePoint:

UGCloud:

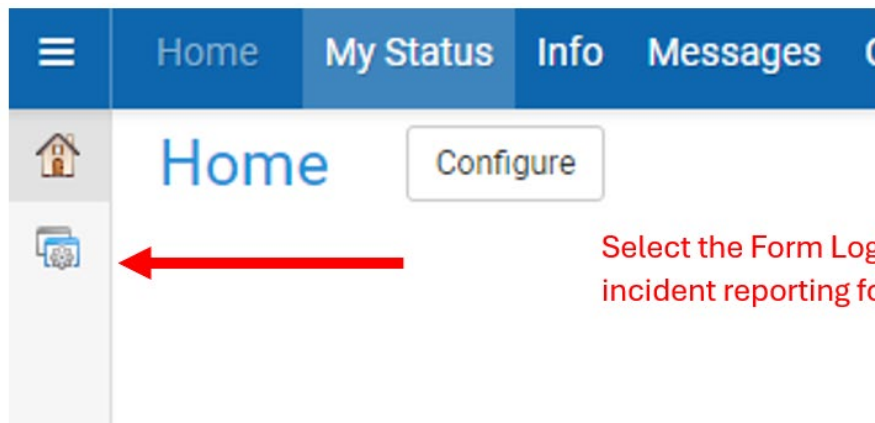


SharePoint:



UGDSB uses many modules within the eBase platform. Incident reporting is done through the Form Logic Module within eBase.

To access Health & Safety and Ministry of Education forms, select the **Form Logic** module icon from the menu panel on the lefthand side of the screen:



Select the Form Logic module icon to access incident reporting forms

Do I need an account?

You will need to log into eBase using your Board credentials. NOTE: generic eBase accounts will not have access to Form Logic.

How do occasional and casual staff (noon hour supervisors, reading tutors) submit incident reports?

All board staff have access to the eBase Form Logic module in order to submit incident reports, including daily occasional staff, noon hour supervisors, and reading tutors.

I received an error message logging in?

If you receive an error message indicating you do not have an account, ensure that any and all personal Gmail and Google accounts are logged out (not just closed). This will cause difficulties accessing the system.

How do I know my report was submitted successfully?

Upon submitting a report, you will receive an automated email from “eBASE System” confirming receipt of your report. Any reports you have submitted will be listed in your Form Logic homepage.

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!