

# SAFETY UPDATE

Mid January 2025

## Turn Your Attention to Accident Prevention

### THANK YOU FOR YOUR FEEDBACK!

As a learning organization, TLDSB continues to monitor and review reporting and responding practices in regards to all report types filed through eBase. In response to feedback received since the December Health and Safety Bulletin, this update has been created to further clarify the appropriate forms to use to report incidents, accidents and injuries, safe schools incidents and the use of physical intervention with students.

#### SCENARIO #1 - STAFF MEMBER INVOLVED IN AN INCIDENT / ACCIDENT OR INJURY

(including if injured during the use of physical intervention)

##### Complete an Incident / Accident / Injury Form in eBase

Reflection - Was the situation that caused the injury due to a student action which should be considered for suspension or expulsion?

If Yes



##### Complete a Safe Schools Incident Report (SSIR) in eBase

Reflection - Was the injury a result of a physical intervention?

If Yes



##### Complete a Physical Intervention (PI) Report in eBase

When reporting the type of incident on an incident / accident / injury form, please use the appropriate type:

- Student aggression / violence = Caused by a Student
- Workplace violence = Caused by another Employee, Parent or Community Member

### REMEMBER

Report unsafe conditions & always submit an incident report if an injury occurs

#### SCENARIO #2 - NO STAFF INJURY

Staff member is aware of / observes an activity for which suspension or expulsion must be considered:



##### Complete a Safe Schools Incident Report (SSIR) in eBase



If Yes

Staff member has used physical intervention with a student:



##### Complete a Physical Intervention (PI) report in eBase

Reflection - Was physical intervention due to a student action which should be considered for suspension or expulsion?

### UPDATED FORMS

Changes have been made to the Principal Acknowledgement of Receipt of Report for SSIR and PI reports. Data will now be included to reflect if the Student Safety Plan was followed and if appropriate BMS measures were applied. Information on the debrief date will also be included.

#### For clarity about around "debrief":

- PI debrief = If requested by the Employee or to follow up regarding BMS or Safety Plan expectations
- SSIR debrief = The Principal will confirm that the investigation is complete