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REPORTING VIOLENCE AND INJURIES

YOU have a **LEGAL** obligation to report violence, whether it against yourself, a student or another person.

1. Employee Workplace Incident/Accident/Injury Reporting Form

*primarily for occurrences involving educators

Some examples...

- *Struck by a student
- *Pushed against a wall
- *Student Aggression
- *Workplace Violence or harassment
- *Slip/Trip/Fall
- *Occupational Illness

The option to fill out Safe Schools & Physical Intervention is embedded in this form

WORKPLACE VIOLENCE

As defined by the Occupational Health and Safety Act, workplace violence is:

- a) The exercise of physical force by a person against the worker, in the workplace, that causes or could cause physical injury to the worker;
- b) The attempted exercise of physical force against the worker, in the workplace, that could cause physical injury to the worker; or
- c) A statement or behaviour that it is reasonable for the worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

The above applies to violence against a worker perpetrated by anyone regardless of mitigating factors - including children and adults.

2. Safe Schools Incident Reporting Form

*primarily for student incidents

Some examples...

- *A student threatens to injure a student or adult
- *A student brings drugs or alcohol to school
- *A student is intoxicated
- *Swearing at a teacher or at another person in a position of authority
- *Committing an act of vandalism that causes extensive damage
- *Bullying
- *Any act injurious to the moral tone of the school

Principal must follow-up with results of the investigation and actions taken

Education Act

1. Board Employees who **BECOME AWARE** that a student has engaged in a serious student incident that could lead to suspension or expulsion are required to report the incident to the Principal.
2. Report as soon as possible and a **Safe Schools Incident Report** should be filed with the principal by the end of the day.

3. Physical Intervention Form

*primarily for Special Education

Some examples...

- *As educators, we **SHOULD NEVER** use physical intervention with students.
- *However there is the very rare exception, when intervention to prevent serious injury to a student, another student or yourself is the only option.
- *This form is primarily for formally trained Educational Assistants, and staff working in special education programs.
- *If you ever have need to complete this form, please let the President of the Local know.

Depending on the scenario All 3 forms may NEED to be submitted

Under the Occupational Health and Safety Act

The **EMPLOYER (BOARD)** is required to set up measures and procedures for workers to report incidents of workplace violence to the school board or principal.

WORKERS (All Staff, DECE, Occasional Teachers, teacher candidates, co-op students) are **REQUIRED** to report to the employer or the supervisor (the Principal) incidents of workplace violence.

The **SUPERVISOR (Principal)** is **REQUIRED TO ADVISE** workers of any workplace danger, actual or potential, and take every precaution reasonable in the circumstances to protect the workers. This danger includes danger from a person (or student)

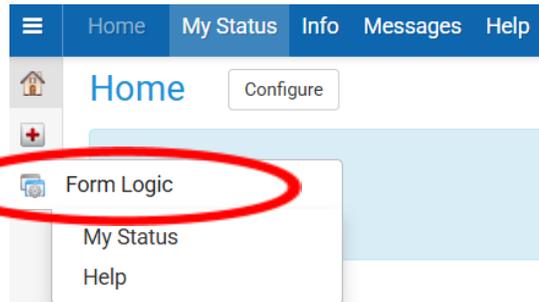
Login to eBase  from Our Dock or tdsb.ebasefm.com

Select 'Form Logic'

In top right corner

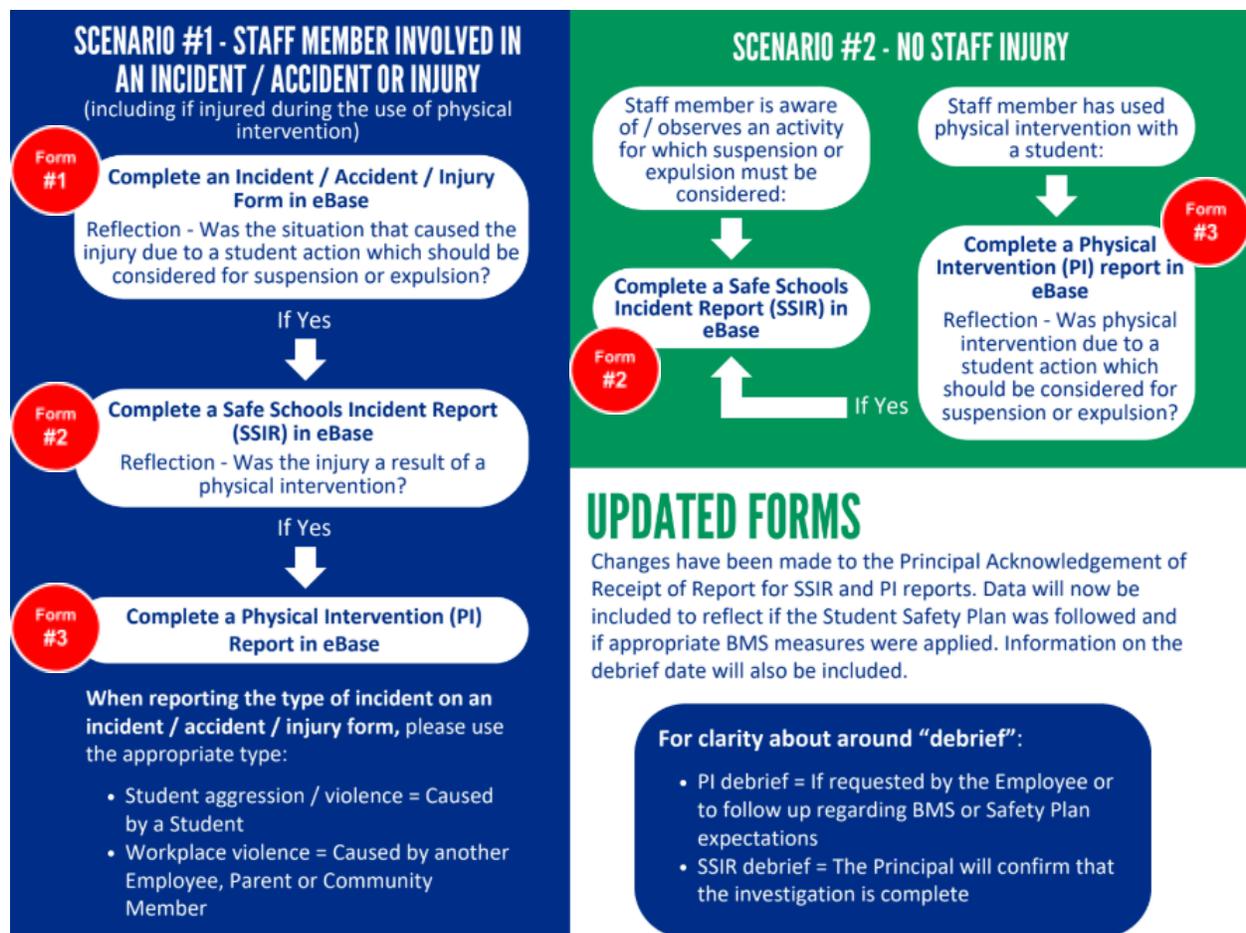
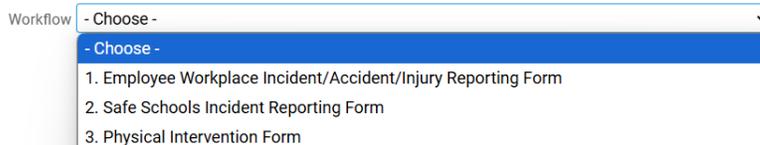
Select 'submit a new form'





Select which form to submit

Submit new form



- Reach out to your Health & Safety rep/Branch president for support, if needed.
- Please inform your Health & Safety rep when you submit a form
- Members are encouraged to upload documents, pictures, etc when submitting a form
- An email confirmation is sent to staff member confirming form submission
- Follow up reports can be viewed in eBase
- Please reach out to your Administrator if you do not receive a follow up.

1. Employee Workplace Incident/Accident/Injury Reporting Form should be the starting point for most reports, even if there is no injury

full descriptions of incident codes are available under 'Additional Files' at the bottom of the report

- | | | |
|-----------------------------------|------------------------------------|--|
| 1. INCIDENT | 2. FIRST AID INJURY | 3. MEDICAL AID INJURY |
| 4. LOST-TIME INJURY | 5. OCCUPATIONAL ILLNESS | 6. STRUCK OR CONTACT BY |
| 7. STRUCK AGAINST OR CONTACT WITH | 8. CAUGHT IN, UNDER, ON OR BETWEEN | 9. FALL |
| 10. EXPOSURE | 11. OVER EXERTION / STRAIN | 12. STUDENT AGGRESSION / VIOLENCE |
| 13. WORKPLACE VIOLENCE | 14. WORKPLACE HARASSMENT | 15. WORKPLACE SEXUAL HARASSMENT |

A student aggression / violence incident is one in which the worker is subjected to an untoward action (or attempt of) by a student, (e.g. student bites, kicks, scratches, twists, strikes, verbal threats, etc.) to the employee worker.

Type of Form	1. Employee Workplace Incident/Accident/Injury Reporting Form	2. Safe Schools Incident Reporting Form (SSIR) <i>Linked inside Incident Form</i>	3. Physical Intervention Form <i>Linked inside Incident Form</i>
Members are encouraged to upload documents, pictures, etc when submitting any of these forms *an email confirmation is sent to member confirming form submission*			
Who receives the Form?	Principal/Vice-Principal TLDSB Health&Safety/WSIB Coord TLDSB Human Resources Dept	Principal/Vice-Principal TLDSB District Principal, Dept of Specialized Services TLDSB Human Resources Dept	Principal/Vice-Principal TLDSB District Principal, Dept of Specialized Services
Follow up	Follow up reports can be viewed in eBase		
Timeline for follow up	P/VP encouraged to complete within 2 days	P/VP encouraged to complete within 5 days	P/VP encouraged to complete within 5 days
	<i>If needed, WSIB Injury Reporting Kit *OurDock>Human Resources</i>	*s.300.2 of the Education Act, after investigating a matter reported by an employee, the Principal shall communicate the results of the investigation to the teacher... *P/VP will consider suspension/expulsion	*Special education consultants may visit the schools to review student needs and provide BMS debriefs, if necessary. *Trends can provide information to SERT/Dept Head/ Admin to help guide future EA training.