



Welcome!

To The OCSB Staff Electronic Incident Reporting System

Workplace Violent Incident Reporting

OCSB ONLINE INCIDENT REPORTING

Workplace Violent Incident Reporting

This guidance document will provide you some background information about the online incident reporting system and will take you through the process of reporting incidents using the new online tool.

It is the responsibility of the employee to report, complete and submit the appropriate form following a workplace violent incident.



OTTAWA
CATHOLIC
SCHOOL BOARD

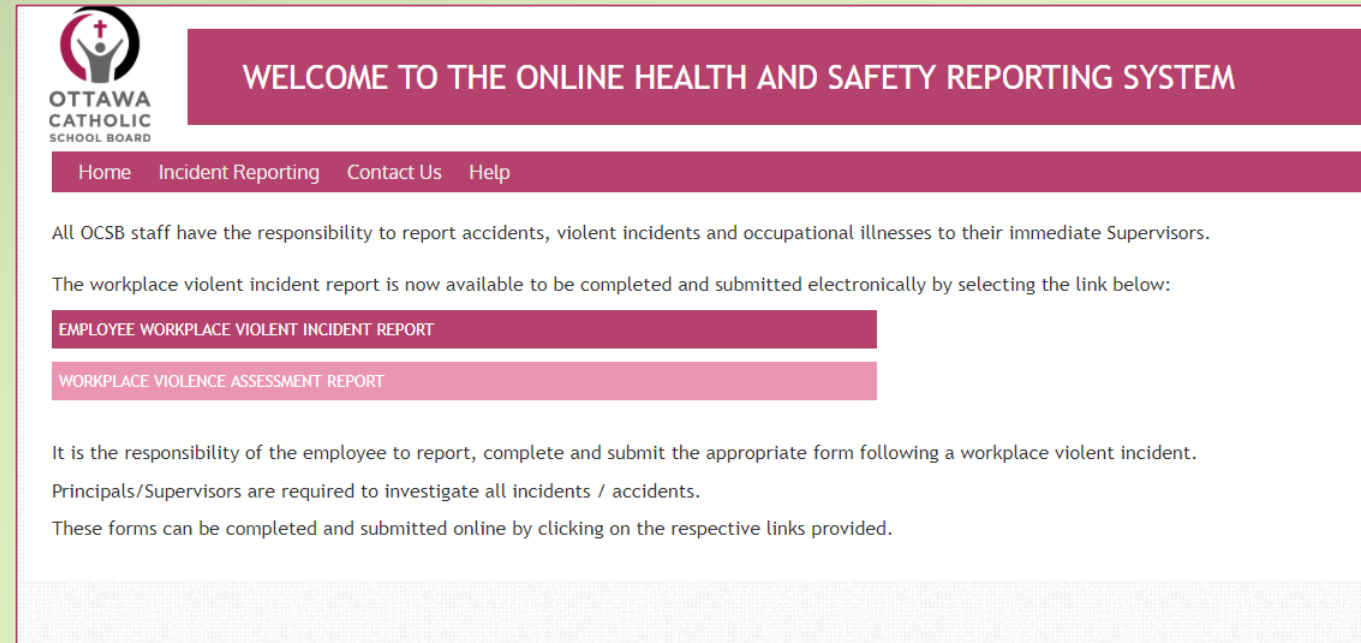



ONLINE INCIDENT REPORTING

Employee Workplace Violent Incident Report

Employee Workplace Violent Incident Report

To submit your “Employee Workplace Violent Incident Report”, click on the link provided.




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WELCOME TO THE ONLINE HEALTH AND SAFETY REPORTING SYSTEM

[Home](#) [Incident Reporting](#) [Contact Us](#) [Help](#)

All OCSB staff have the responsibility to report accidents, violent incidents and occupational illnesses to their immediate Supervisors.

The workplace violent incident report is now available to be completed and submitted electronically by selecting the link below:

[EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT](#)

[WORKPLACE VIOLENCE ASSESSMENT REPORT](#)

It is the responsibility of the employee to report, complete and submit the appropriate form following a workplace violent incident.

Principals/Supervisors are required to investigate all incidents / accidents.

These forms can be completed and submitted online by clicking on the respective links provided.

The link to the reporting can be found on the “Health and Safety Staff Portal” under Staff Safety-Violence.

Employee Workplace Violent Incident Report

IDENTIFICATION

As an employee, this will be the first page you will see. Begin by filling out each of the sections on this page.

The screenshot shows the 'IDENTIFICATION' section of the report form. The header includes the Ottawa Catholic School Board logo and the title 'EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT'. A navigation bar contains links for Home, Incident Reporting, Contact Us, and Help. Below this is a tabbed interface with 'IDENTIFICATION' selected. The form fields are as follows:

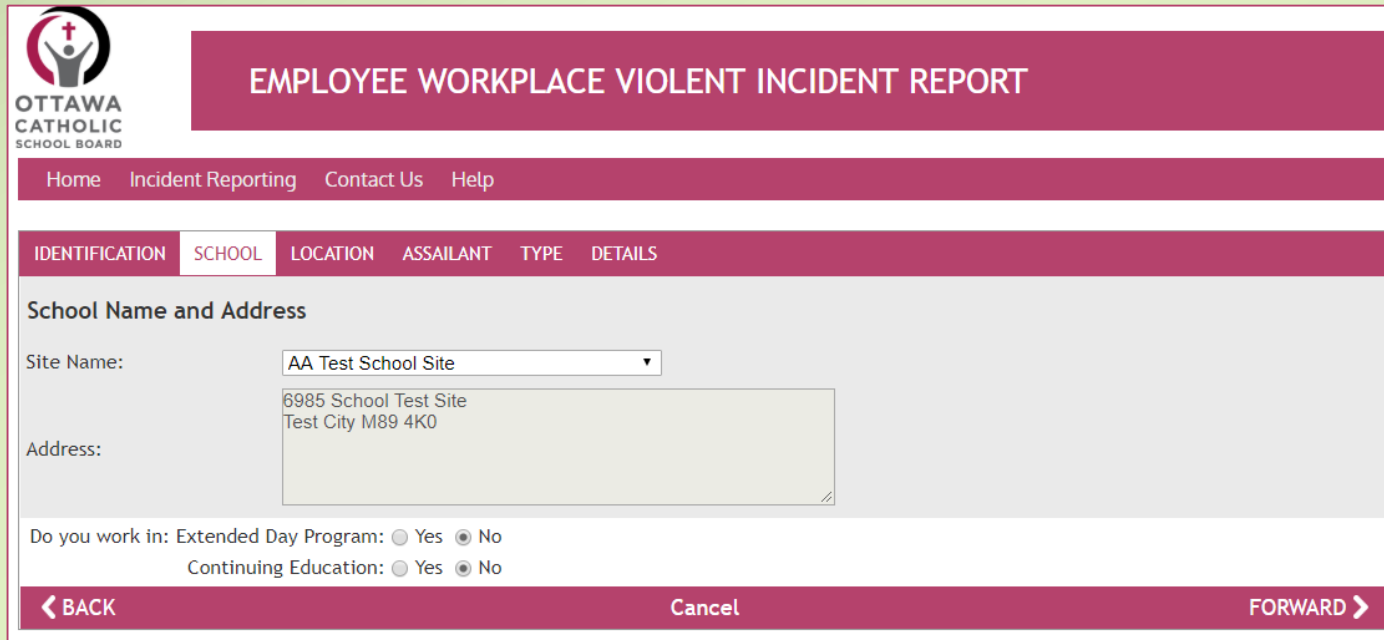
- Date of Incident: 05/17/2018
- Time: 11:00 AM
- Date and Time Reported: 05/17/2018 1:00 PM
- Employee Name: Susan Smith 845953
- Employee Email: smith@ocsb.ca
- Job Title: TESTER
- Affiliation:
 - OECTA (Teachers and Occasional Teachers)
 - CUPE 2357 (Support Staff)
 - CUPE 3689 (ESL Instructors)
 - OPSEU 423 (ESL Instructors)
 - United Here 272 (Caretakers and Trades)
 - Non-Affiliated: Management, Professional and Support Staff
 - Superintendent
 - Principal / VP
 - Other
- Other: [Empty text box]

At the bottom of the form, there are 'Cancel' and 'FORWARD >' buttons.

Employee Workplace Violent Incident Report

SCHOOL – SITE LOCATION

Select your school and/or non-school site location from the dropdown list provided.



The screenshot shows a web form for reporting a violent incident. The header includes the Ottawa Catholic School Board logo and the title "EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT". A navigation bar contains links for Home, Incident Reporting, Contact Us, and Help. Below this is a tabbed interface with "SCHOOL" selected. The "School Name and Address" section contains a "Site Name" dropdown menu with "AA Test School Site" selected, and an "Address" text area with "6985 School Test Site" and "Test City M89 4K0" entered. At the bottom, there are two radio button questions: "Do you work in: Extended Day Program: Yes No" and "Continuing Education: Yes No". The footer has "BACK", "Cancel", and "FORWARD" buttons.

OTTAWA CATHOLIC SCHOOL BOARD

EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT

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IDENTIFICATION **SCHOOL** LOCATION ASSAILANT TYPE DETAILS

School Name and Address

Site Name: AA Test School Site

Address: 6985 School Test Site
Test City M89 4K0

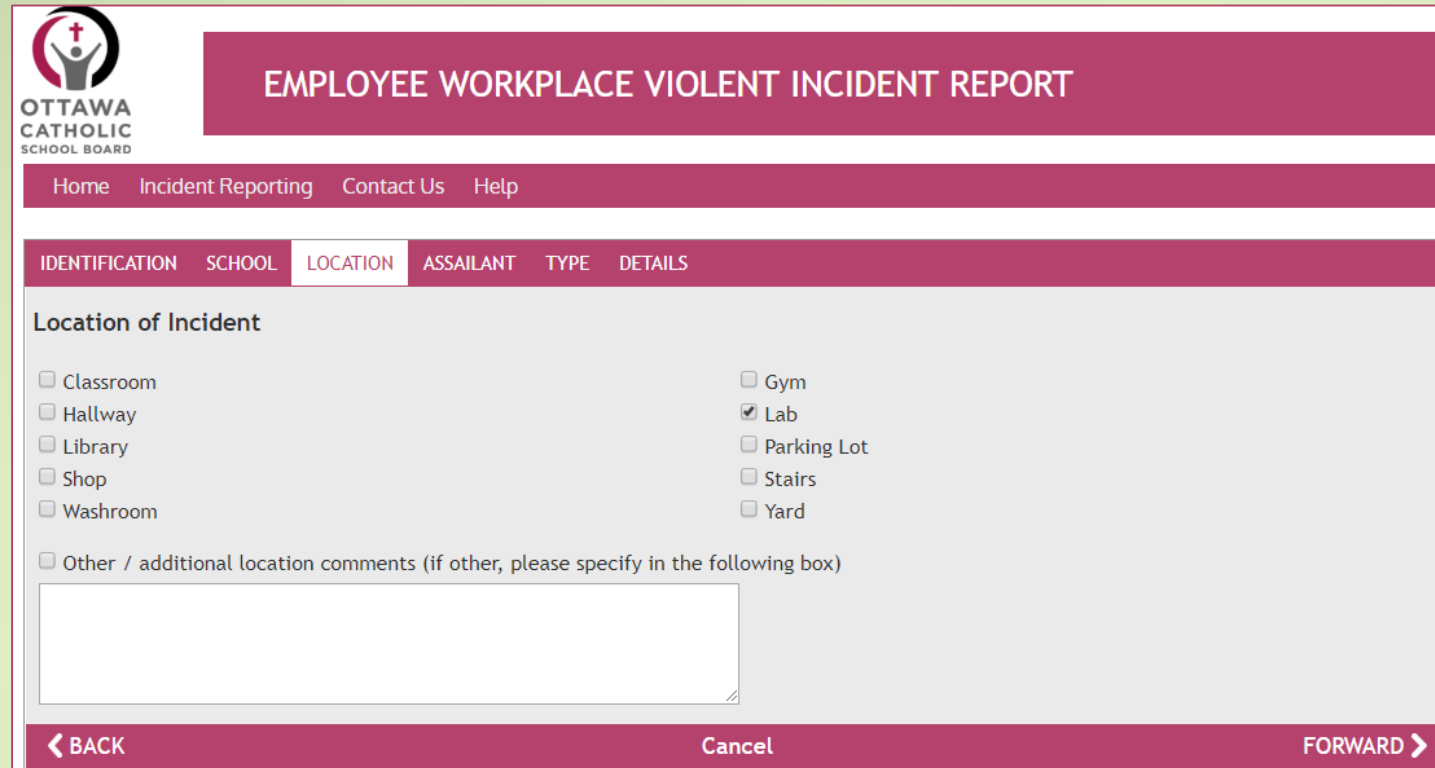
Do you work in: Extended Day Program: Yes No
Continuing Education: Yes No

BACK Cancel FORWARD

Employee Workplace Violent Incident Report

LOCATION OF INCIDENT

Select the location(s) of the incident. If the incident is not listed, select other and provide additional details in the space provided.



OTTAWA CATHOLIC SCHOOL BOARD

EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT

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IDENTIFICATION SCHOOL **LOCATION** ASSAILANT TYPE DETAILS

Location of Incident

<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym
<input type="checkbox"/> Hallway	<input checked="" type="checkbox"/> Lab
<input type="checkbox"/> Library	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Shop	<input type="checkbox"/> Stairs
<input type="checkbox"/> Washroom	<input type="checkbox"/> Yard

Other / additional location comments (if other, please specify in the following box)

◀ BACK Cancel FORWARD ▶

Employee Workplace Violent Incident Report

ASSAILANT

Provide assailant details. Identify if the assailant is a student or non-student.

OTTAWA CATHOLIC SCHOOL BOARD

EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT

Home Incident Reporting Contact Us Help

IDENTIFICATION SCHOOL LOCATION **ASSAILANT** TYPE DETAILS

Assailant Details

Student: Yes No If student, provide first and last initial:
Enter Grade or Adult Learner:

Is the student in specialized program class? Yes No If yes, indicate Specialized Program Class:

Staff Safety Plan In Place: Yes No Don't Know

If no, do you feel one is required: Yes No NA
If yes, do you feel a review is necessary: Yes No NA

Repeat Incident: Yes No

Weapon(s): Yes No
If Yes, specify:

Injuries Sustained: Yes No
If Yes, specify:

If injuries were sustained, board employees will **immediately** report any workplace-related injury to their immediate supervisor and the Coordinator - Employee Wellness via the **Accident Report Form** found on the Employee Wellness Staff Portal.

Co-worker
 Principal / VP
 Parent/Guardian
 Visitor
 Domestic Violence
 Other

◀ BACK Cancel FORWARD ▶

Employee Workplace Violent Incident Report

TYPE & CATEGORY

Identify the type of report and category of violence.

The screenshot shows a web form for reporting a violent incident. The header includes the Ottawa Catholic School Board logo and the title 'EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT'. A navigation bar contains links for Home, Incident Reporting, Contact Us, and Help. Below this is a tabbed interface with tabs for IDENTIFICATION, SCHOOL, LOCATION, ASSAILANT, TYPE, and DETAILS. The 'TYPE' tab is active, showing two sections: 'Type - Employee Violent Report' and 'Type - Category of Violence'. Each section contains a list of radio button options with links to details pages. At the bottom, there are buttons for BACK, Cancel, and FORWARD.

OTTAWA CATHOLIC SCHOOL BOARD

EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT

Home Incident Reporting Contact Us Help

IDENTIFICATION SCHOOL LOCATION ASSAILANT **TYPE** DETAILS

Type - Employee Violent Report

- Fatality or Critical Injury [\(details\)](#)
- Lost Time Injury [\(details\)](#)
- Health Care Injury [\(details\)](#)
- First Aid [\(details\)](#)
- No Injury [\(details\)](#)
- Minor Injury - No First Aid Required [\(details\)](#)

Type - Category of Violence

- Violent (a): Exercise of Physical Force [\(details\)](#)
- Violent (b): Attempt to Exercise Physical Force [\(details\)](#)
- Violent (c): Threat to Exercise Physical Force [\(details\)](#)

◀ BACK Cancel FORWARD ▶

Employee Workplace Violent Incident Report

DETAILS

Describe how the incident occurred in the space provided.

Do **NOT** include the name of the student.

Submit report when done.

Note: a copy of the report will automatically be sent to your Principal/Supervisor **for review and to initiate the investigation process.**

The screenshot shows the 'DETAILS' tab of the 'EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT' form. The form includes a navigation menu with 'Home', 'Incident Reporting', 'Contact Us', and 'Help'. Below the navigation menu are tabs for 'IDENTIFICATION', 'SCHOOL', 'LOCATION', 'ASSAILANT', 'TYPE', and 'DETAILS'. The 'DETAILS' tab is active and contains the following sections:

- Incident Details:** A text area for describing the incident, with a note: 'Describe how the incident occurred. Do NOT include the name(s) of students: Describe incident details here.'
- Nature of Incident:** A list of incident types with checkboxes, under the heading 'Check all that apply'. The checked options are 'Hair Pull' and 'Threat'. Other options include 'Throwing Objects / Hit by thrown objects', 'Intimidation', 'Bite', 'Pinch', 'Punch', 'Kick', 'Push/Pull', 'Scratch', 'Spit', and 'Other'.
- Workers Accident Report Form:** A question 'Has a Workers Accident Report Form (Employee Wellness) been completed?' with radio buttons for 'Yes' and 'No'.
- Non-Violent Crisis Intervention (NVC) Training:** A question 'Do you have Non-Violent Crisis Intervention (NVC) Training?' with radio buttons for 'Yes' and 'No', and a text input field for 'If Yes, When Did You Complete this Training:'.
- Means To Summon Immediate Assistance:** A question 'Do You Have Means To Summon Immediate Assistance (e.g. walkie talkie, classroom phone):' with radio buttons for 'Yes' and 'No'.

At the bottom of the form, there is a 'Submit This Report' button and a disclaimer: 'THE PERSONAL INFORMATION YOU HAVE PROVIDED ON THIS FORM IS COLLECTED BY THE OTTAWA CATHOLIC SB (BOARD) UNDER THE AUTHORITY OF THE EDUCATION ACT (R.S.O. 1990 C.E.2) INCLUDING BUT NOT LIMITED TO SECTIONS 169.1-173 AS AMENDED AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, R.S.O. 1980 (C321, S25, S26). THE INFORMATION WILL BE USED TO ASSIST THE BOARD IN PROVIDING A SAFE WORKING AND LEARNING ENVIRONMENT FOR STAFF AND STUDENTS AND TO GIVE INFORMATION TO EMPLOYEES TO CARRY OUT THEIR JOB DUTIES. IN ADDITION, THE INFORMATION MAY BE DISCLOSED IN COMPELLING CIRCUMSTANCES OR FOR LAW ENFORCEMENT MATTERS OR IN ACCORDANCE WITH ANY OTHER ACT. THE INFORMATION WILL BE USED IN ACCORDANCE WITH THE EDUCATION ACT AND THE OCCUPATIONAL HEALTH AND SAFETY ACT. FOR QUESTIONS ABOUT THIS COLLECTION CONTACT THE HEALTH AND SAFETY DEPARTMENT AT HEALTH.SAFETY@OCSB.CA.'

At the very bottom, there are navigation options: '< BACK' and 'Cancel'.



ONLINE INCIDENT REPORTING

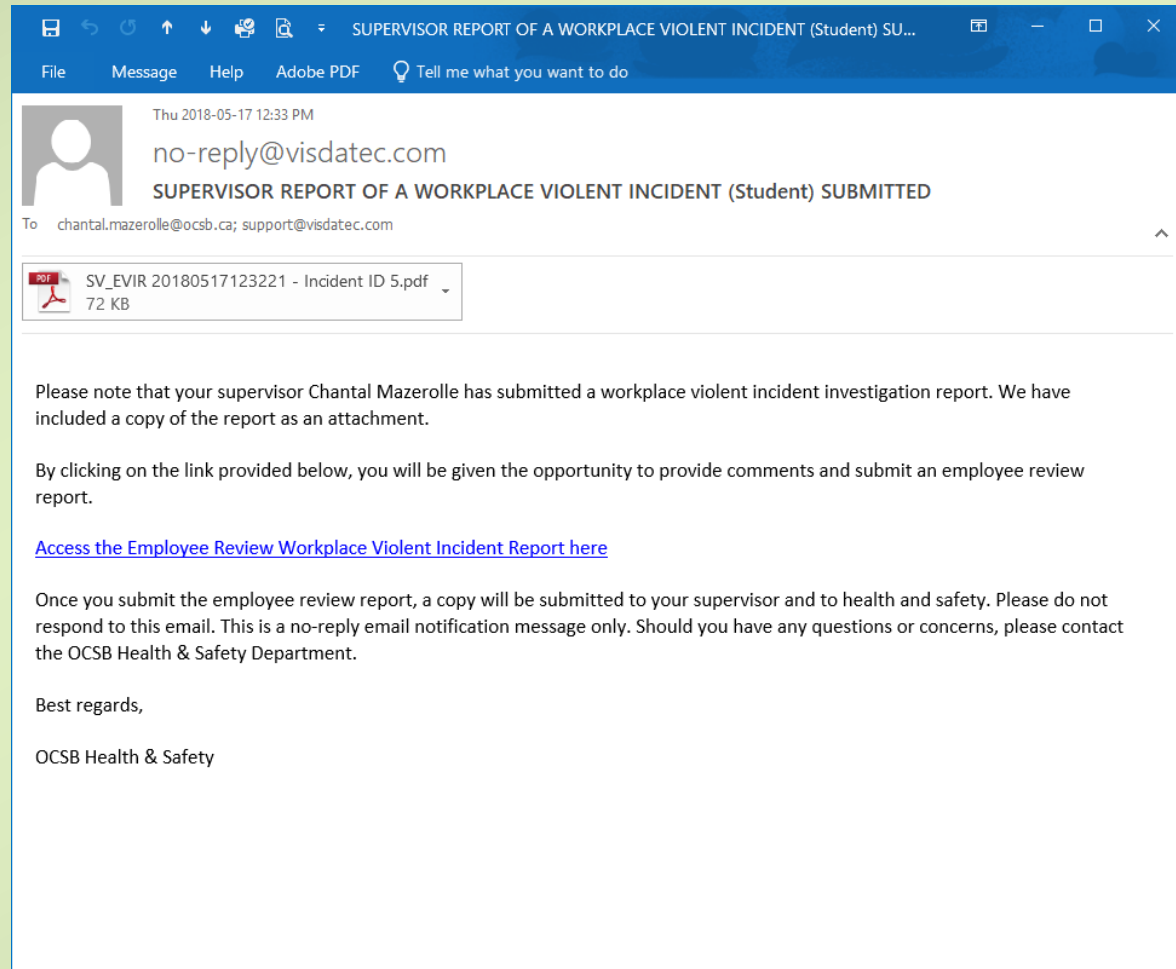
Employee Workplace Violent
Incident Report

Employee Review

Employee Review Report NOTIFICATION

After your Principal / Supervisor has completed their investigation, you will receive an email notification.

You can either save the email message to complete your review later or, click on the link to open and complete immediately.



Employee Review Report NOTIFICATION

This is the first page you see after opening the “Employee Review Report”

You will see your report details in sections “Identification – Details” and the Supervisor’s response and recommendations under the “Response” tab.

The screenshot shows a web application interface for reporting a violent incident. At the top left is the Ottawa Catholic School Board logo. A dark blue header bar contains the title "EMPLOYEE REVIEW VIOLENT INCIDENT REPORT". Below this is a navigation bar with links for Home, Incident Reporting, Contact Us, and Help. The main content area has a tabbed interface with "IDENTIFICATION" selected. The form fields are as follows:

Date of Incident:	<input type="text" value="05/17/2018"/>	Time:	<input type="text" value="11:00 AM"/>	Date and Time Reported:	<input type="text" value="05/17/2018"/>	<input type="text" value="01:00 PM"/>
Employee Name:	<input type="text" value="Susan"/>	<input type="text" value="Smith"/>	<input type="text" value="845953"/>	Employee Email:	<input type="text" value="smith@ocsb.ca"/>	
Job Title:	<input type="text" value="TESTER"/>					

Affiliation:

- OECTA (Teachers and Occasional Teachers)
- CUPE 2357 (Support Staff)
- CUPE 3689 (ESL Instructors)
- OPSEU 423 (ESL Instructors)
- United Here 272 (Caretakers and Trades)
- Non-Affiliated: Management, Professional and Support Staff
- Superintendent

Other:

- Principal / VP
- Other

At the bottom of the form, there is a "Cancel" button and a "FORWARD >" button.

Employee Review Report

REVIEW

Review your Supervisor's response.

Based on your review, complete your review and submit your report.

The screenshot shows a web form titled "EMPLOYEE REVIEW VIOLENT INCIDENT REPORT" for the Ottawa Catholic School Board. The form includes a navigation menu with "Home", "Incident Reporting", "Contact Us", and "Help". Below the menu is a tabbed interface with "EMPLOYEE REVIEW" selected. The form contains two sections for review questions, each with radio buttons for "Yes" and "No", and a text area for comments. The date field is set to "05/17/2018". A "Submit This Report" button is located at the bottom of the form. A footer contains a privacy notice and navigation buttons for "BACK" and "Cancel".

OTTAWA CATHOLIC SCHOOL BOARD

EMPLOYEE REVIEW VIOLENT INCIDENT REPORT

Home Incident Reporting Contact Us Help

IDENTIFICATION SCHOOL LOCATION ASSAILANT TYPE DETAILS RESPONSE SUPERVISOR'S DETAILS **EMPLOYEE REVIEW**

Employee Review

Bring to the attention of the Joint Health and Safety Committee for review?
 Yes No
(If you selected "Yes", please describe your ongoing concern and possible suggestions for resolution in the comment box below.)

Bring to the attention of the OCSB Workplace Violence Committee?
 Yes No
(If you selected yes, please describe your ongoing concern and possible suggestions for resolution in the comment box below.)

Date: 05/17/2018

Submit This Report

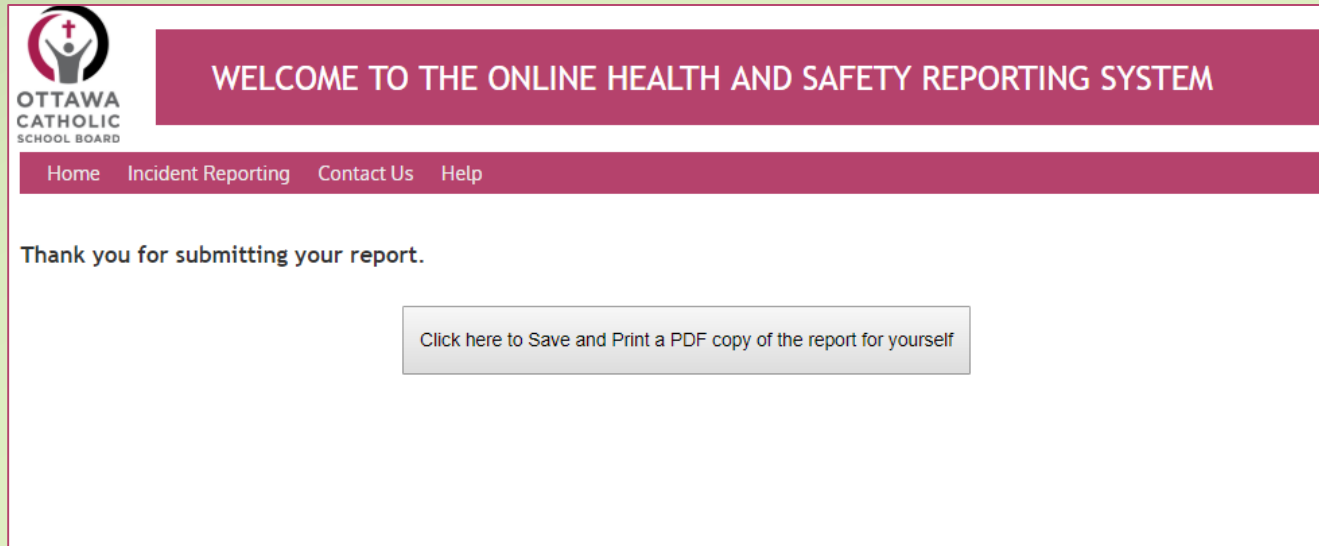
The personal information on this form is collected under the authority of the Occupational Health & Safety Act and the Workplace Safety and Insurance Act to meet District's obligations to provide a safe and health workplace.


← BACK Cancel

Employee Review Report

SUBMIT

After you submit your review, you can save a pdf copy of the report for your records.



 OTTAWA CATHOLIC SCHOOL BOARD

WELCOME TO THE ONLINE HEALTH AND SAFETY REPORTING SYSTEM

[Home](#) [Incident Reporting](#) [Contact Us](#) [Help](#)

Thank you for submitting your report.

[Click here to Save and Print a PDF copy of the report for yourself](#)