

OSSTF District 3 Reference – Documenting Incidents

With an increase in discipline issues regarding students in all schools, **we are asking all members** to not only report those issues but also to **share with the District Office a PDF copy** of the filed report. In order to bring about change, we need to have this evidence to present. We recognize that this can be seen as extra work, but this is the best process that will bring these issues to light.

This document contains screen shots illustrating the nature of the various types of reports to help you choose which ones to fill out for the type of incident you are dealing with. It is a web-based reporting engine that can be found at <https://rainbowschools.onlineincidentreporting.ca>. You will need your active directory login information (same as your Trillium login). Unlike a traditional form where you can inspect all of the areas to complete, the online forms will only allow you to move through successive screens only once all the necessary information on the current one is completed.

There are 3 types of reports:

All RAINBOWSCHOOLS 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 INCIDENT / ACCIDENT REPORT

EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT

SAFE SCHOOLS INCIDENT 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.

Employee Incident / Accident Report

The screenshot shows the Rainbow Schools website interface for reporting an incident. The header includes the Rainbow Schools logo with the tagline "Reaching minds. Touching hearts." and a navigation menu with "Home", "Incident Reporting", "Contact Us", and "Help". The main heading is "EMPLOYEE INCIDENT / ACCIDENT". Below this, there are tabs for "INCIDENT", "IDENTIFICATION", "SCHOOL", "LOCATION", "MEDICAL", and "DETAILS". The "INCIDENT TYPE" section is active, showing a list of incident outcomes with checkboxes and "define" links:

- Fatality or Critical Injury (define)
- Lost Time Injury (define)
- Health Care Injury (define)
- First Aid (define)
- Incident (Near Miss) (define)

A "Cancel" button is located at the bottom of the form.

Critical injury can be something that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the amputation or fracture of a leg, arm, hand or foot but not fingers or toes;
- Consists of burns to major portions of the body;
- Causes the loss of sight in an eye.

* even an injury that results in first aid or in seeking professional medical attention needs reporting

** near-misses should also be reported

Employee Workplace Violent Incident Report

Rainbow Schools
Reaching minds. Touching hearts.

EMPLOYEE WORKPLACE VIOLENT REPORT

Home Incident Reporting Contact Us Help

IDENTIFICATION SCHOOL INCIDENT TYPE LOCATION TYPE CONDUCT CONTACT PERPETRATOR DETAILS

SELECT INCIDENT TYPE

Lost Time Injury (details)
 Health Care Injury (details)
 First Aid (details)
 No Injury (details)

TYPE OF INJURY

Violent (a): Exercise of Physical Force (details)
 Violent (b): Attempt to Exercise Physical Force (details)
 Violent (c): Threat to Exercise Physical Force (details)

IMPACT OF INCIDENT ON EMPLOYEE

None
 Employee Felt Threatened or Frightened
 Employee Physically Injured

Verbal Threat:

• A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical for the worker, in a workplace, that could cause physical injury to the worker is the standard to determine if the threat falls under this type or reporting.

• If not, it should likely fall under a Safe Schools Report.

• If the threat meets the standard, select **no injury** under **Incident Type**, **violent (c)** under **Type of Injury**, and **employee felt threatened or frightened** under **Impact**.

Physical Violence:

• Only for physical or attempted physical violence against a worker, not a student.

Safe Schools Incident Report (including bullying, harassing, or belittling language)

Type of Incident (check all that apply):

Activities for which suspension must be considered under subsection 306(1) of the Education Act:

Uttering a threat to inflict serious bodily harm on another person
 Possessing alcohol or illegal drugs
 Being under the influence of alcohol
 Swearing at a teacher or at another person in a position of authority
 Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
 Bullying
 Any other activity for which a student may be suspended under board policy (please specify)

Activities for which expulsion must be considered under subsection 310(1) of the Education Act:

Possessing a weapon, including possessing a firearm
 Using a weapon to cause or to threaten bodily harm to another person
 Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
 Committing sexual assault
 Trafficking in weapons or in illegal drugs
 Committing robbery
 Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
 Any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate
 Giving alcohol to a minor
 Any other activity for which a student may be expelled under board policy (please specify)

Describe Incident

Describe how the incident occurred. Do NOT include the name(s) of students:

* These are the student behaviours that warrants this type of report.

** Note that threats to another person apply to any person other than a worker (any employee)