Health and Safety Reporting in ebase

ebase

IMPORTANT: ALL INCIDENTS ARE REQUIRED TO BE REPORTED. FACTORS SUCH AS THE AGE OR EXCEPTIONALITY OF A STUDENT, INTENT, OR IF THERE WAS AN INJURY DO NOT IMPACT REPORTING REQUIREMENTS

EMPLOYEE VIOLENT INCIDENT REPORT (EVIR)

Workplace Violence is defined as:
The exercise of physical force or an attempt to exercise physical force that could cause physical injury to the worker, or

A statement or behaviour that is reasonable for the worker to interpret as a threat to use physical force that could cause physical injury to the worker.

SAFE SCHOOLS INCIDENT REPORT (SSIR)

CLICK HERE or use QR Code for list of student activities where suspension or expulsion must be considered

HEALTH & SAFETY CONCERN FORM

Report a potential or existing hazard which you believe presents a risk to the health or safety of individuals in your workplace.

Part I - COMPLETE FORM and SUBMIT FORM to your immediate supervisor
Follow steps 1-7 below to locate forms in ebase

Part II EVIR SUPERVISOR RESPONSE
- Will include measures to prevent recurrence

Part III EVIR WORKER RESPONSE
- Can indicate to bring forward to the Joint Health & Safety Committee

Part II SSIR SUPERVISOR RESPONSE
- **NEW:** Will indicate if the investigation is completed or in progress.
- **NEW:** Will include information about communicating the results of the investigation.

Additional information about the investigation may also be included in the response

Part II CONCERN FORM SUPERVISOR RESPONSE
- Will include any corrective action(s)

Part III CONCERN FORM WORKER RESPONSE
- Indicate if resolved or not
- Unresolved forms go to the Joint Health & Safety Committee

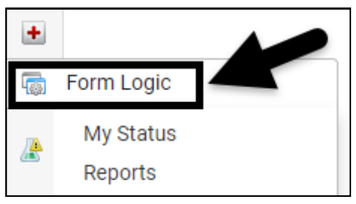
Reporting an Injury, Occupational Illness or Exposure

Report to your supervisor and get medical help if needed. Your supervisor will enter into Parklane systems and can provide a copy to you. The Form 140 is still used for casual and occasional employees.

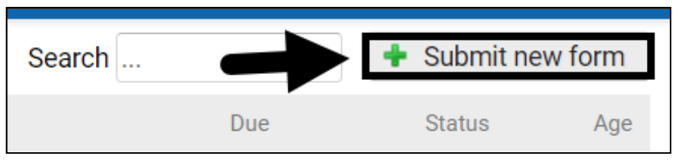
Please email occupationalhealthandsafety@ocdsb.ca for ebase questions and visit the Joint Health & Safety Committee Conference for more information about the Committee

FOLLOW STEPS 1-7 TO LOCATE FORMS IN EBASE

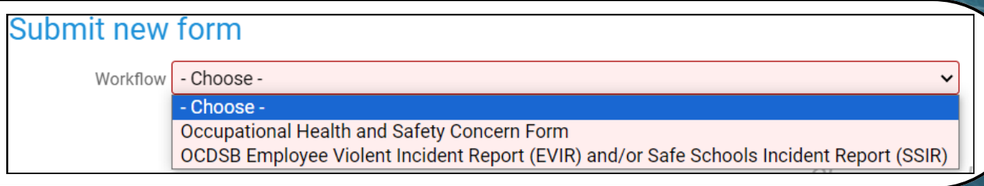
1. Go to ocdsb.ebasefm.com OR OCDSB Staff Portal — STAFF PORTAL
2. From the Staff Portal select one of the following Apps: ELEMENTARY, SECONDARY, ADMINISTRATION
3. Select either: eBase or Online Workplace Violence Reporting
4. Select Login with Board credentials
5. Select: Form Logic from the side bar



6. Select "Submit new form" from top right bar

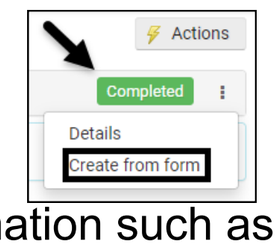


7. Select form



NEW WANT TO COPY A FORM?

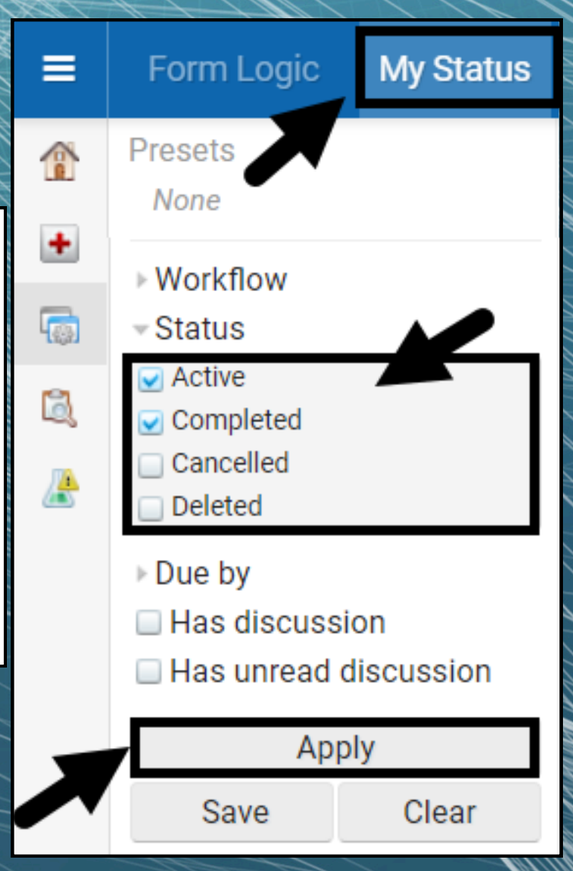
1) Open a form that you have submitted Part I
2) Click on the 3 dots by Completed
3) Select "Create from form" *
4) Update with any new information such as the date, time etc.



*Note that if an update has been made to ebase, this feature will only produce copies of forms completed since that update

LOOKING FOR A COMPLETED FORM?

Under Status select "Completed" and "Apply



Version 26 September 2024