

Health and Safety Reporting

THE INTENT, AGE OR EXCEPTIONALITY OF A STUDENT, OR A HAZARD ONLY/NEAR MISS DOES NOT IMPACT THE REQUIREMENT TO REPORT.

EMPLOYEE INCIDENT REPORTING AND INVESTIGATION FORM (EIRIF) ON VIOLENCE

Workplace Violence as defined by the OHSA:

- the exercise of physical force or an attempt at physical force that causes or could cause injury to a worker

OR

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

Part One – EIRIF

- **Complete the form** on eBase when there has been injury to a worker, or the potential for injury has occurred
- the form will be submitted to your immediate supervisor through eBase

SCAN HERE to access eBase and directions for completing the EIRIF.



Part Two – EIRIF Administrator Response

- Will be emailed to the worker within 24 hours, and should include a link to the investigation
- The response will include measures to prevent recurrence

Part Three – EIRIF Worker Response

- If worker feels their safety is still at risk and has not been resolved at the site level, please contact the Local.

SAFE SCHOOLS INCIDENT REPORTING FORM (SSIR)

SCAN HERE for activities where suspension or expulsion must be considered are at the top of EIRIF and SSIR forms



Part One – SSIR

- **Complete the form** on eBase when there has been an incident involving student behaviour by a student or between students
- The form will be submitted to your immediate supervisor through eBase

SCAN HERE to access eBase and directions for completing the SSIR.



Part Two – SSIR Administrator Response

- Will be emailed to the worker within 72 hours indicating Action Taken or No Action Required
- Action Taken references if suspension or expulsion occurred, not if an investigation occurred or if measures were put in place

EMPLOYEE INCIDENT REPORTING AND INVESTIGATION FORM (EIRIF)

- All other health and safety

Report a potential or existing hazard to your supervisor which you believe presents a risk to the health or safety of individuals in your workplace – this fulfills the Internal Responsibility System for reporting hazards in your workplace – you may involve your site health and safety representative for support.

Part One

- **Complete the EIRIF**, with assistance from your site health and safety representative if necessary

SCAN HERE to access eBase and directions for completing the EIRIF.



Part Two EIRIF Supervisor Response

- Will include any preventative or corrective measures to mitigate risk

Part Three EIRIF Worker Response

- For unresolved issues please contact the Local Health and Safety Officer for discussion/resolution