

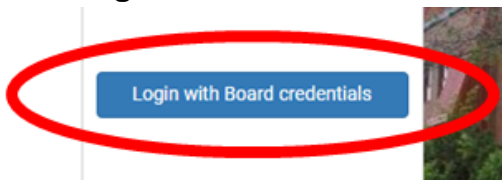
How to Submit an Employee Violent Incident Report (EVIR) and/or Safe Schools Incident Report (SSIR) in eBASE

Before you report, know what you are reporting: an Employee Violence Incident Report (EVIR), Safe Schools Incident Report (SSIR), or both?

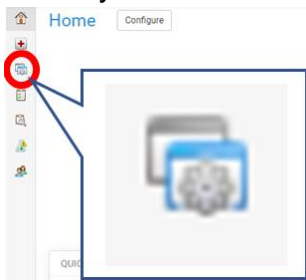
EVIR	SSIR
Workplace violence incidents as defined under the Occupational Health and Safety Act.	Student behaviours that could lead to suspension or expulsion.

Part I (Instructions for Employee Submitting a Report)

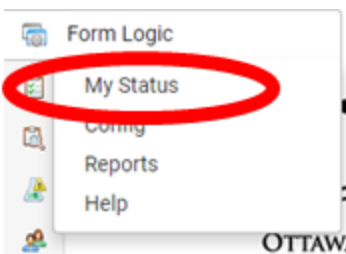
1. Go to **ocdsb.ebasefm.com**
2. Click **Login with Board credentials:**



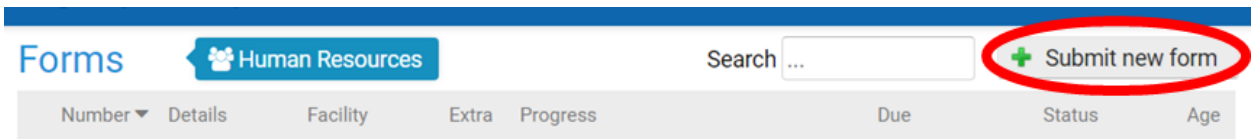
3. Enter in your **OCDSB email and password**
4. Hover your mouse cursor over the **Forms Logic** icon:



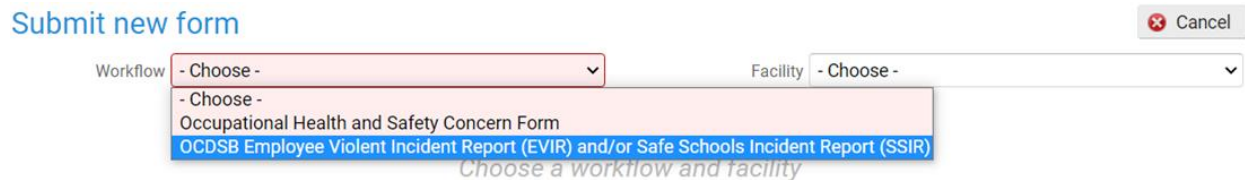
5. Click on **My Status:**



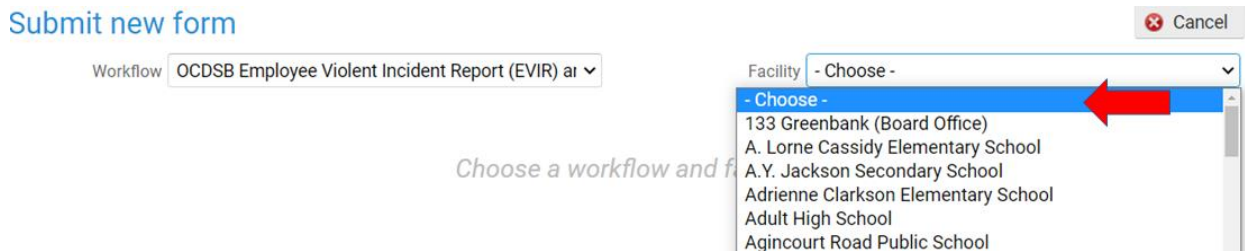
6. Click on **Submit new form**:



7. Choose **OCDSB Employee Violent Incident Report (EVIR) and/or Safe Schools Incident Report (SSIR)** from the **Workflow drop-down menu**:



8. From the **Facility** drop-down menu, choose the site that your principal/supervisor works at:



9. Read the **Disclosure Of Information** section and check the box to confirm that you **understand that the information may be shared with the aforementioned individuals**:

DISCLOSURE OF INFORMATION

This is where staff members of the Ottawa-Carleton District School Board (OCDSB) submit Violent Incident Reports and/or Safe Schools Incident Reports.

The information collected, may be shared with key stakeholders within the OCDSB environment, including (but not limited to) Occupational Health and Safety, Human Resources, Employee Wellness & Disability Management, and the Joint Health and Safety Committee (JHSC).

I understand that information may be shared with the aforementioned individuals.

10. If you are completing an **EVIR**, select **Yes** from the drop-down menu:

What kind of an incident are you reporting?

Employee Violent Incident Report?

Employee Violent Incident Report?

Employee Violent Incident Report? *yes* if reporting a workplace violence incident under the Occupational Health and Safety Act

11. If you are reporting a **SSIR**, select **Yes** from the drop-down menu:

Safe Schools Incident Report? -

Safe Schools Incident Report? reporting to the principal student activities that must be considered for suspension or expulsion

Yes

No

12. Fill in all fields. The form is adaptive. It will change as you enter information. Help text is available in coloured boxes to help you.

13. After filling in all fields, check the box to **verify that the above information is accurate to the best of my recollection**, and click the **Submit** button:

SUBMISSION OF REPORT

I verify that the above information is accurate to the best of my recollection.

Save draft **Submit**

14. Click the magnifying glasses to choose your principal/supervisor from the list of individuals associated with your Facility:

Submit Yes No

Are you sure you want to submit this stage?

Next

Choose the users responsible for the following steps.

Safe Schools Incident Report (SSIR) - Part II

...

Employee Violent Incident Report (EVIR) - Part II

...

15. Choose your principal/supervisor from the list and click **Accept**:

Choose User Accept Cancel

Users 1 user found

16. After you have chosen your principal/supervisor, click **Yes** to **Submit** the report:

Submit ✔ Yes ✘ No

Are you sure you want to submit this stage?

– **Next**

Choose the users responsible for the following steps.

Safe Schools Incident Report (SSIR) - Part II
Pilot Principal

Employee Violent Incident Report (EVIR) - Part II
Pilot Principal

17. You have now submitted **Part I** of the **EVIR** and/or **SSIR**. Your principal/supervisor will receive an email notification to review your report. You will be brought to this screen (yours will look slightly different – this is an example using Munster Elementary School):

#00290 - OCDSB Employee Violent Incident Report (EVIR) and/or Safe Schools Incident Report (SSIR) Active

Facility: Munster Elementary School (Closed) Opened: Feb 4, 2021 - 6:14 pm

Last Updated: Feb 4, 2021 - 6:14 pm by Pilot Employee

Employee Violent Incident Report (EVIR) and Safe Schools Incident Report (SSIR) - Part I

Waiting for other users to complete...

Waiting for other users to complete...

18. You can now log out of eBASE until your principal/supervisor has completed **Part II (continued on next page)**. To log out, click on the **person icon** in the top right corner of the screen and selecting **Logout**:

Person Icon

Pilot Employee

✉ You have no new messages

⚙ Preferences

➔ Logout

Part II (Instructions for Principal/Supervisor)

19. Your principal/supervisor will click on the link in the email they received from eBASE that will bring them to your report to review. They click on Part I to review the information in your report. If it was a **SSIR**, here they choose “**action taken**” or “**no action required**”, and then **Submit**:

Employee Violent Incident Report (EVIR) and Safe Schools Incident Report (SSIR) - Part I

Safe Schools Incident Report (SSIR) - Part II

Safe Schools Incident Report (SSIR) - Part II

After reviewing the information submitted in the Safe Schools Incident Report - Part I, select 'Action Taken' or 'No Action Required' below:

Action: - Choose -
- Choose -
Action Taken
No Action Required

Note: OCDSB Procedure PR.515.SCO Student Susp
<https://weblink.ocdsb.ca/WebLink/0/edoc/2008797/PR%20515%20SCO%20-%20student%20suspension%20and%20expulsion.pdf>

Save changes Submit

20. They will be asked if they are sure they want to submit this stage, then click **Yes**:

Submit

Are you sure you want to submit this stage?

Yes No

21. If the form was an **EVIR**, your principal/supervisor will select which measures they have taken to prevent a recurrence:

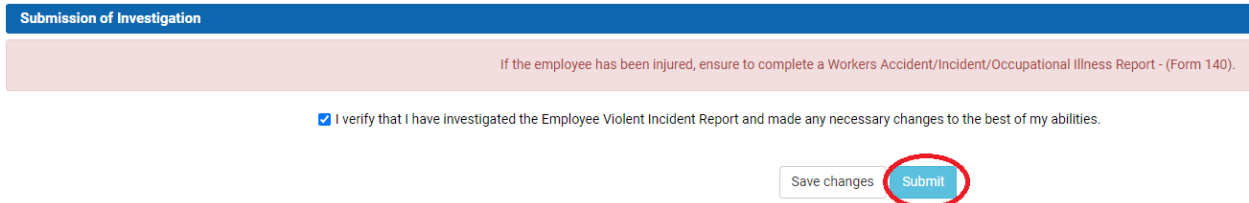
Employee Violent Incident Report (EVIR) - Part II

Employee Violent Incident Report (EVIR) Part II - Investigation by Supervisor

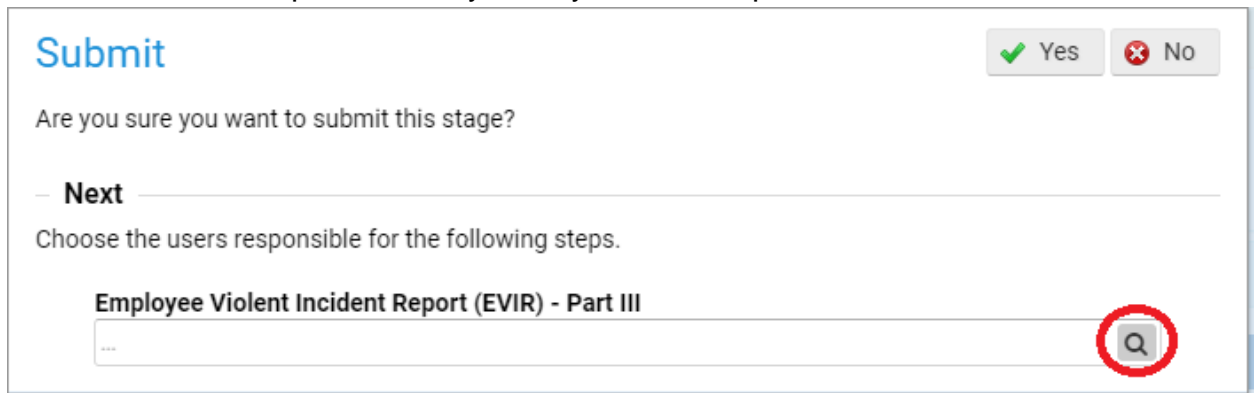
Check off measures to prevent a recurrence:

- Safety Plan Developed/Reviewed/Revised/Shared
- Abridged Safety Plan Developed/Reviewed/Revised/Shared
- Training Arranged For Worker
- Additional Supports in Place (e.g. IEA, EEA)
- Student Intervention/Discipline/Parents/Guardian Contacted
- Incident Debriefed with Affected Worker(s)
- Information Provided to Other Workers at Risk (reference Abridged Safety Plan)
- Aggressor Removed (temporarily or permanent) (information shared as required)

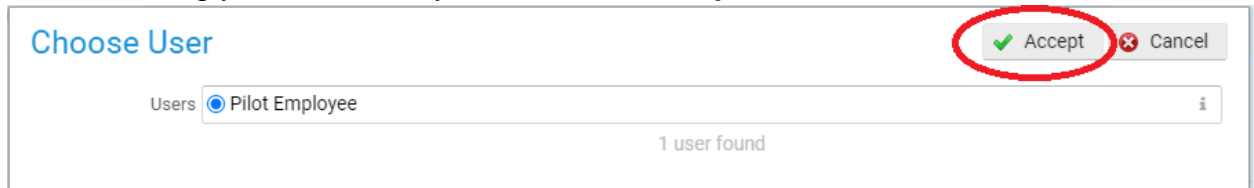
22. Your principal/supervisor will then check a box to **verify that they have investigated the EVIR and made any necessary changes to the best of their abilities**, and then click Submit:



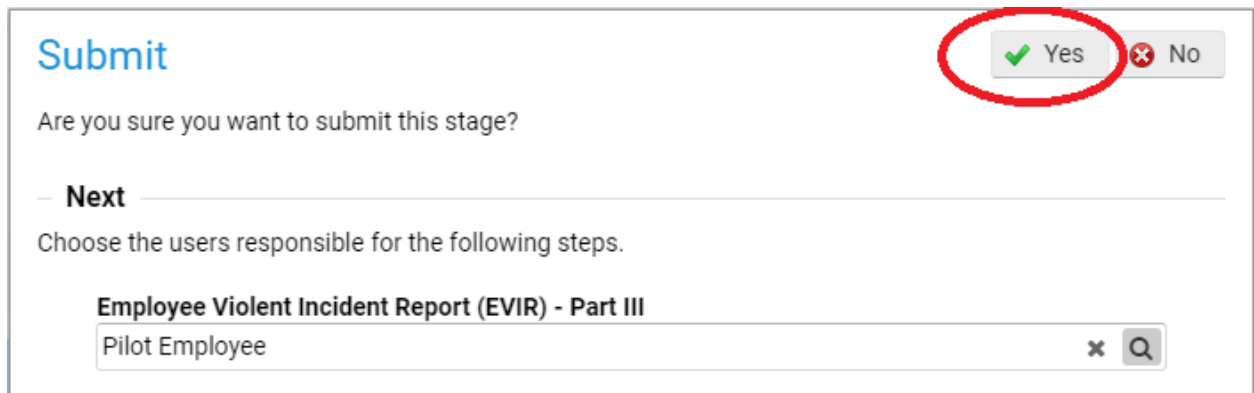
23. For **EVIRs**, your principal/supervisor will click the magnifying glass to choose your name to send the report back to you so you can complete **Part III**:



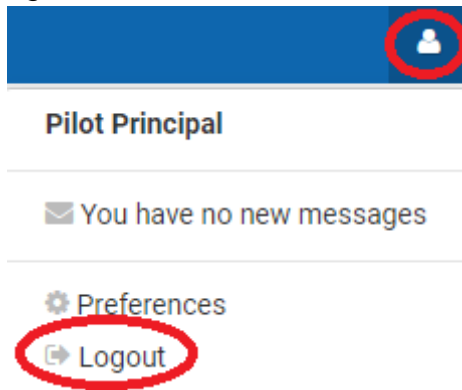
24. After choosing your name, they will click the **Accept** button:



25. They will then be asked if they are sure they want to submit this stage, then click **Yes**:

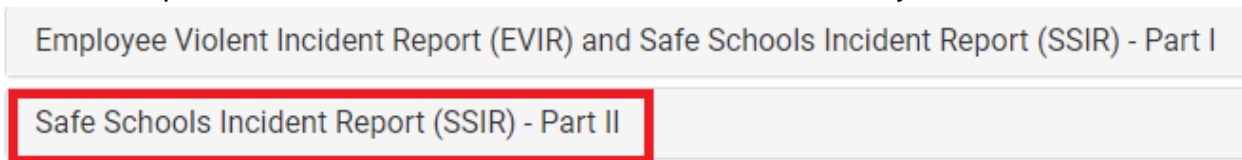


26. Your principal/supervisor will be brought to a screen to show that **Parts I and II** are complete, and can now logout of eBASE by clicking on the **person icon** in the top right corner of the screen and selecting **Logout (Part III continues below)**:

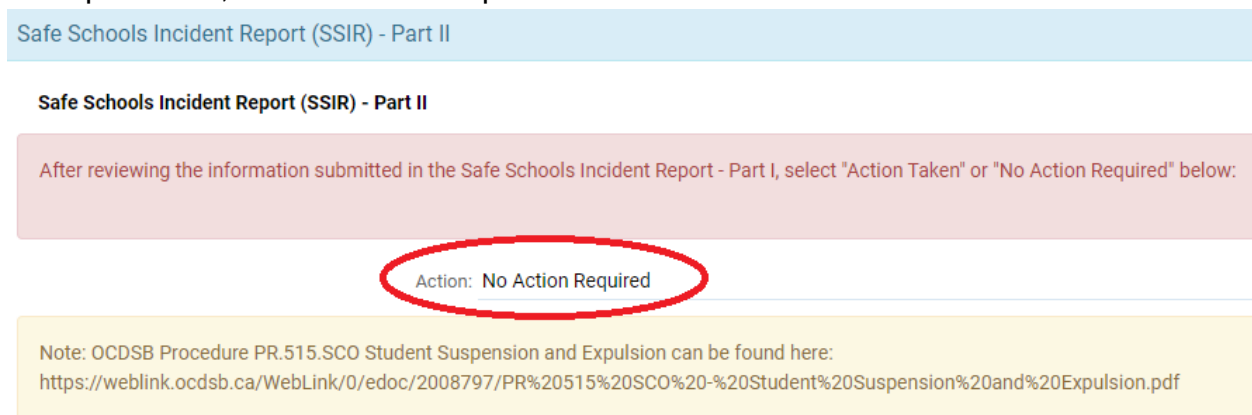


Part III (Instructions for Employee to Review Report)

27. You will receive an email notification to inform you that your principal/supervisor has completed **Part II** of the **EVIR** and/or **SSIR**. Click on the link in the email to review their response in eBASE.
28. Log into eBASE using your **Board credentials**, and you will be brought to the report in eBASE to review.
29. If you completed a **SSIR**, click on **Safe Schools Incident Report – Part II** to see your principal/supervisor’s response. Note: There is no **Part III** of the **SSIR** and no action is required, however the information is available here for your review:



30. Their response will show here (**action taken** or **no action required**) In the example below, no action was required:



31. If you completed an **EVIR**, click on **Employee Violent Incident Report (EVIR) – Part II** to see your principal/supervisor’s response:

Employee Violent Incident Report (EVIR) and Safe Schools Incident Report (SSIR) - Part I

Safe Schools Incident Report (SSIR) - Part II

Employee Violent Incident Report (EVIR) - Part II

Employee Violent Incident Report (EVIR) - Part III

32. Here you will be shown which **measures your principal/supervisor has taken to prevent a recurrence**:

Employee Violent Incident Report (EVIR) - Part II

Employee Violent Incident Report (EVIR) Part II - Investigation by Supervisor

Check off measures to prevent a recurrence:

- Safety Plan Developed/Reviewed/Revised/Shared
- Abridged Safety Plan Developed/Reviewed/Revised/Shared
- Training Arranged For Worker
- Additional Supports in Place (e.g. IEA, EEA)
- Student Intervention/Discipline/Parents/Guardian Contacted
- Incident Debriefed with Affected Worker(s)
- Information Provided to Other Workers at Risk (reference Abridged Safety Plan)
- Aggressor Removed (temporarily or permanent) (information shared as required)

33. After reviewing the measures taken to prevent a recurrence, you will be asked if you **would like this report brought forward to the Joint Health & Safety Committee (JHSC) for review**:

Employee Violent Incident Report (EVIR) Part III - Worker Review

Would you like this report brought forward to the Joint Health & Safety Committee (JHSC) for review?

- v

-

Yes

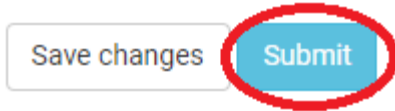
No

34. If you select **Yes**, a text box will appear to **describe your ongoing concern and possible suggestions for resolution**:

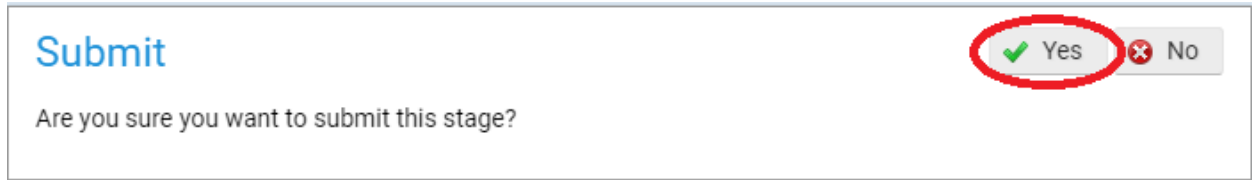
(If you select "Yes", please describe your ongoing concern and possible suggestions for resolution in the comment box below.)

YES - Bring Forward to JHSC:

35. After selecting **Yes** or **No**, click the Submit button:



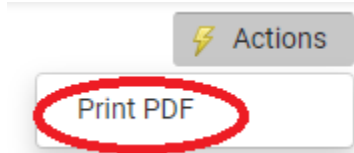
36. You will be asked if you **are sure you want to submit this stage**. Select **Yes**:



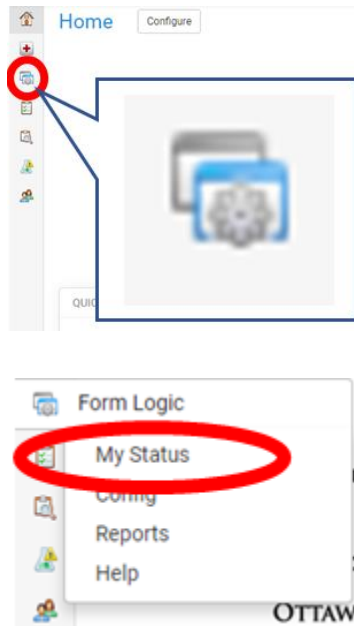
37. You have finished completing the report.

38. If you brought the **EVIR** forward to the JHSC for review, the JHSC will receive an email notification with a link to your report.

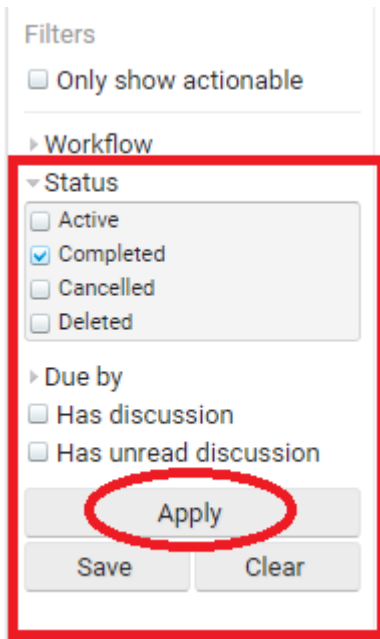
39. If you would like to print a PDF copy of your report, click on the **Actions** button in the top right corner of the screen and select **Print PDF**:



40. You can also view any reports you completed in eBASE by hovering your mouse cursor over the **Forms Logic** icon and selecting **My Status**:

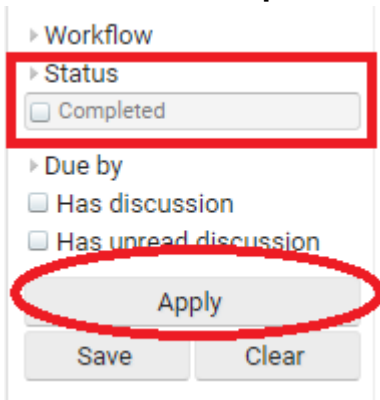


41. Click on **Status**, check **Completed**, and then **Apply**:



42. You will then be shown the report you just completed.

43. Uncheck the **Completed** box and click **Apply** to return to the previous screen.



44. You can now logout of eBASE by clicking on the **person icon** in the top right corner of the screen and selecting **Logout**:

