

Employee Violent Incident Report (EVIR) and Safe Schools Incident Report (SSIR)

Employee Violent Incident Report (EVIR): You must complete this report if you were involved in a workplace violence incident as defined under the Occupational Health and Safety Act (OHSA).

Workplace violence as defined under the OHSA:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

The EVIR is completed online using eBASE (ocdsb.ebasefm.com). After you submit Part I, the report is automatically sent to your principal. The principal must investigate the incident and respond to you with Part II of the EVIR. You will receive an email once your principal has completed Part II with a link to review their response (measures taken to prevent a recurrence). You then complete Part III. Here, you will have the option to bring reports forward to the Joint Health and Safety Committee (JHSC) for review.

There are no mitigating circumstances (age or capacity of the alleged aggressor, presence of an IEP, existence of a safety plan, etc.) that would prevent you from completing this form.

Safe Schools Incident Report (SSIR): You must report to your principal student behaviours that could lead to suspension or expulsion.

The SSIR is completed online using eBASE (ocdsb.ebasefm.com). After you submit Part I, the report is automatically sent to your principal. The principal must investigate the incident and respond to you with Part II of the SSIR.

While completion of a SSIR is required when reporting to the principal student activities that must be considered for suspension or expulsion, this should not replace but rather accompany an oral report to the principal or designate to share additional details or when immediate action is appropriate.

The decision on whether to suspend or take action lies solely with the principal.

Student behaviours that can lead to suspension include:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol, cannabis, or illegal drugs
- Being under the influence of alcohol, cannabis, or illegal drugs
- Swearing at a teacher or at any 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 on school premises
- Bullying
- Any other activities identified in school board procedure PR.515.SCO (see section 5.2).

Student behaviours that can lead to expulsion include:

- Possessing a weapon, including 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 or extortion
- Giving alcohol or cannabis to a minor
- Bullying (under certain circumstances)
- Any activity for which a student can be suspended (above) that is motivated by bias, prejudice or hate
- Any other activities identified in school board procedure PR.515.SCO (see section 6.2).

Examples

Example 1: An early childhood educator receives a violent threat from a parent [violence directed at worker, no student involved]

- Complete the EVIR

Example 2: A student kicks a teacher [violence directed at worker, student involved]

- Complete the EVIR
- Complete the SSIR

Example 3: A student punches another student [student on student violence]

- Complete the SSIR

Example 4: A student shows up to class under the influence of alcohol [student involved, not violence related]

- Complete the SSIR