

# Summary of Health and Safety Related Forms



## Reporting Occupational Health and Safety Concerns, Workplace Violence and Safe Schools Incidents in eBASE

### Occupational Health and Safety Concerns:

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

### Workplace violence is defined as:

- The exercise of physical force that causes or could cause physical injury to a worker,
- 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 incidents include:

Student activities where suspension or expulsion are to be considered as outlined in the OCDSB [Student Suspension and Expulsion Procedure PR.515.SCO](#).

## Reporting Instructions in eBASE

1. Go to [ocdsb.ebasefm.com](http://ocdsb.ebasefm.com) or in the OCDSB Staff Portal, select Admin and then the eBASE App.
2. Select **Login with Board credentials** and enter your OCDSB email address and password.
3. Hover over the **Form Logic** icon at top left hand side of screen that looks like two rectangles with a gear in front and click on **My Status**.
4. Select **Submit new form** in top right corner of the page.
5. Under the **Workflow** dropdown menu choose **Occupational Health and Safety Concern Form** or **OCDSB Employee Violent Incident Report and/or Safe Schools Incident Report**.
6. From the **Facility** dropdown menu select the site where your supervisor works at.
7. Enter information as prompted. After filling in all fields, select the **Submit** button.
8. Click on the magnifying glass to choose your supervisor from the list and click **Accept**. After you have chosen your supervisor click **Yes** to **Submit** the report.
9. Your supervisor will receive an email notification to review your report.
10. You can download/ print a copy of your report by clicking on the **Actions** button in the top right corner of the screen. You can view any reports you submitted by going to the **Form Logic**

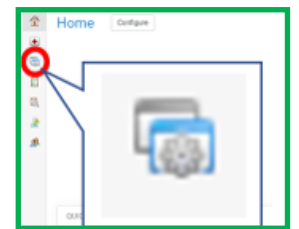
1.



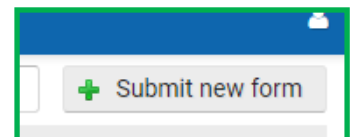
2.

Login with Board credentials

3.



4.



## Supervisor Response to Reports Submitted in eBASE

### Occupational Health and Safety Concerns:

**Part II Supervisor Response** - Your supervisor will complete this section to provide a response to the concerns raised. This could include actions taken or proposed measures that will be put in place.

**Part III Worker Review** - You will receive an email to view Part II once your supervisor submits this section. In Part III, you will indicate if your concerns are resolved or unresolved. Unresolved forms will be brought forward to the Joint Health & Safety Committee for review.

### Violent Incident Reports:

**Part II Investigation by Supervisor** - Your supervisor will select applicable measures to prevent a recurrence.

**Part III Worker Review** - You will receive an email notification to view Part II once it has been submitted. In Part III, you have the option to indicate if you would like this report brought forward to the Joint Health & Safety Committee for review.

### Safe Schools Incident Reports:

In **Part II** of the process, supervisors will select either **Action Taken** or **No Action Required** in response to the Safe Schools Incident Report. There are no further steps with this report.

## Reporting an Injury, Occupational Illness or Exposure

Report all workplace injuries, occupational illnesses and exposures to physical, chemical or biological hazards to your supervisor.

Your supervisor will enter this information into an incident report using Parklane systems. If your supervisor is not available, the [Workers Accident/Incident/Occupational Illness Report \(Form 140\)](#) can be used. This form can provide information about your incident to your supervisor so that it can be entered into the online system. Casual and occasional employees should complete the Form 140. **Request a copy of the report from your supervisor.**