

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:

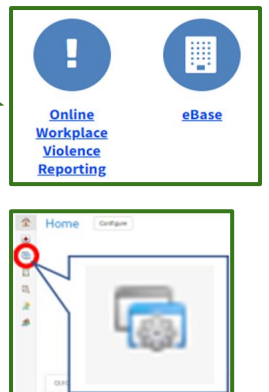
- The exercise of physical force that causes or could cause physical injury to a worker,
- An attempt to exercise physical force that could cause physical injury to the worker, or
- A statement or behaviour that is reasonable for the worker to interpret as a threat to use physical force that could cause 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](#). Quick reference for activities when report must be completed: [Safe Schools Incident Reporting](#).

Reporting Instructions in eBASE

1. Go to ocdsb.ebasefm.com or in the **OCDSB Staff Portal** select Administration, Elementary or Secondary and click on either the **eBASE** or the **Online Workplace Violence Reporting** icon. Both icons will link you to eBASE.
2. Using your OCDSB email and password to login, hover over the **Form Logic** icon at top left hand side of screen that looks like two rectangles with a gear and click on **My Status**.
3. Select **Submit new form** in top right corner of the page.
4. Under the **Workflow** dropdown menu choose **Occupational Health and Safety Concern Form** or **OCDSB Employee Violent Incident Report and/or Safe Schools Incident Report**.
5. From the **Facility** dropdown menu select the site where your supervisor works at.
6. Enter information as prompted. After filling in all fields, select the **Submit** button.
7. Click on the **magnifying glass** to choose your supervisor from the list, click **Accept** and then **Yes** to **Submit** the report. You can download/print a copy of your report by clicking on the **Actions** button in the top right corner of the screen. At any time go to the **Form Logic icon** and select **My Status** to view any reports that you have submitted.



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 notification to view Part II once it has been submitted by your supervisor. If you do not receive a response from your supervisor, please contact: occupationalhealthandsafety@ocdsb.ca. In Part III, you will indicate if your concerns are resolved or unresolved. Unresolved forms will be brought forward to the [Joint Health and Safety Committee](#) for review.

Employee 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 by your supervisor. If you do not receive a response from your supervisor, please contact: occupationalhealthandsafety@ocdsb.ca. In Part III, you have the option to indicate if you would like this report brought forward to the [Joint Health and 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 is no **Part III** for 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 paper copy of Form 140. **Request a copy of the report from your supervisor.**