

Health and Safety Reporting in Ebase

ebase



IMPORTANT: ALL INCIDENTS ARE REQUIRED TO BE REPORTED.
FACTORS SUCH AS THE AGE OR EXCEPTIONALITY OF A STUDENT, INTENT,
OR IF THERE WAS AN INJURY DO NOT IMPACT REPORTING REQUIREMENTS

EMPLOYEE VIOLENT INCIDENT REPORT (EVIR)

Workplace Violence is defined as:
The exercise of physical force or 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 INCIDENT REPORT (SSIR)

[CLICK HERE](#) or use QR
Code for list of student
activities where suspension
or expulsion must be
considered



HEALTH & SAFETY CONCERN FORM

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

Part I - COMPLETE FORM and SUBMIT FORM to your immediate supervisor
Follow steps 1-7 on page two to locate forms in ebase

Part II EVIR SUPERVISOR RESPONSE

- Will include measures to prevent recurrence

Part II SSIR SUPERVISOR RESPONSE

- Will indicate if the investigation is completed or in progress.
- Will indicate that results will be communicated at a mutually convenient time, as appropriate.

Additional information about the investigation may also be included in the response.

Part II CONCERN FORM SUPERVISOR RESPONSE

- Will include any corrective action(s)

Part III EVIR WORKER RESPONSE

- Can indicate to bring forward to the Joint Health & Safety Committee

Part III CONCERN FORM WORKER RESPONSE

- Indicate if resolved or not
- Unresolved forms go to the Joint Health & Safety Committee

Reporting an Injury, Occupational Illness or Exposure

Report to your supervisor and get medical help if needed. Your supervisor will enter into Parklane systems and can provide a copy to you. The [Form 140](#) is still used for casual and occasional employees.

Please email occupationalhealthandsafety@ocdsb.ca for ebase questions and visit the [Joint Health & Safety Committee Conference](#) for more information about the Committee

FOLLOW STEPS 1-7 TO LOCATE FORMS IN EBASE

1

Go to ocdsb.ebasefm.com
OR OCDSB Staff Portal

Staff Portal

2

From the Staff Portal
select one of the following
Apps:



Elementary
Apps



Secondary
Apps



Admin Apps

3

Select either:

ebase eBase

or



Online Workplace Violence Reporting

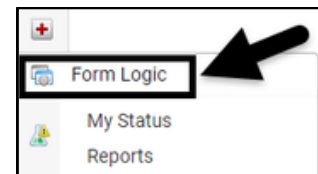
4

Select

Login with Board credentials

5

Select: Form Logic from the side bar



6

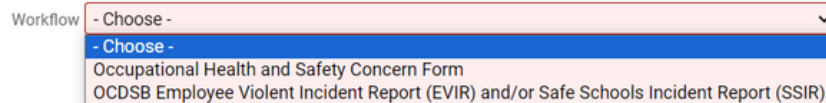
Select "Submit new form"
from top right bar



7

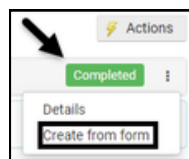
Select
form

Submit new form



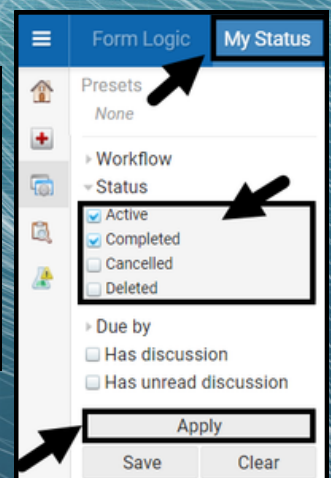
WANT TO COPY A FORM?

- 1) Open a form that you have submitted Part I
- 2) Click on the 3 dots
by **Completed**
- 3) Select "Create from form" *
- 4) Update with any new information such as the date, time etc.



LOOKING FOR A COMPLETED FORM?

Under Status select
"Completed" and
"Apply"



*Note that if an update has been made to ebase, this feature will only produce copies of forms completed since that update