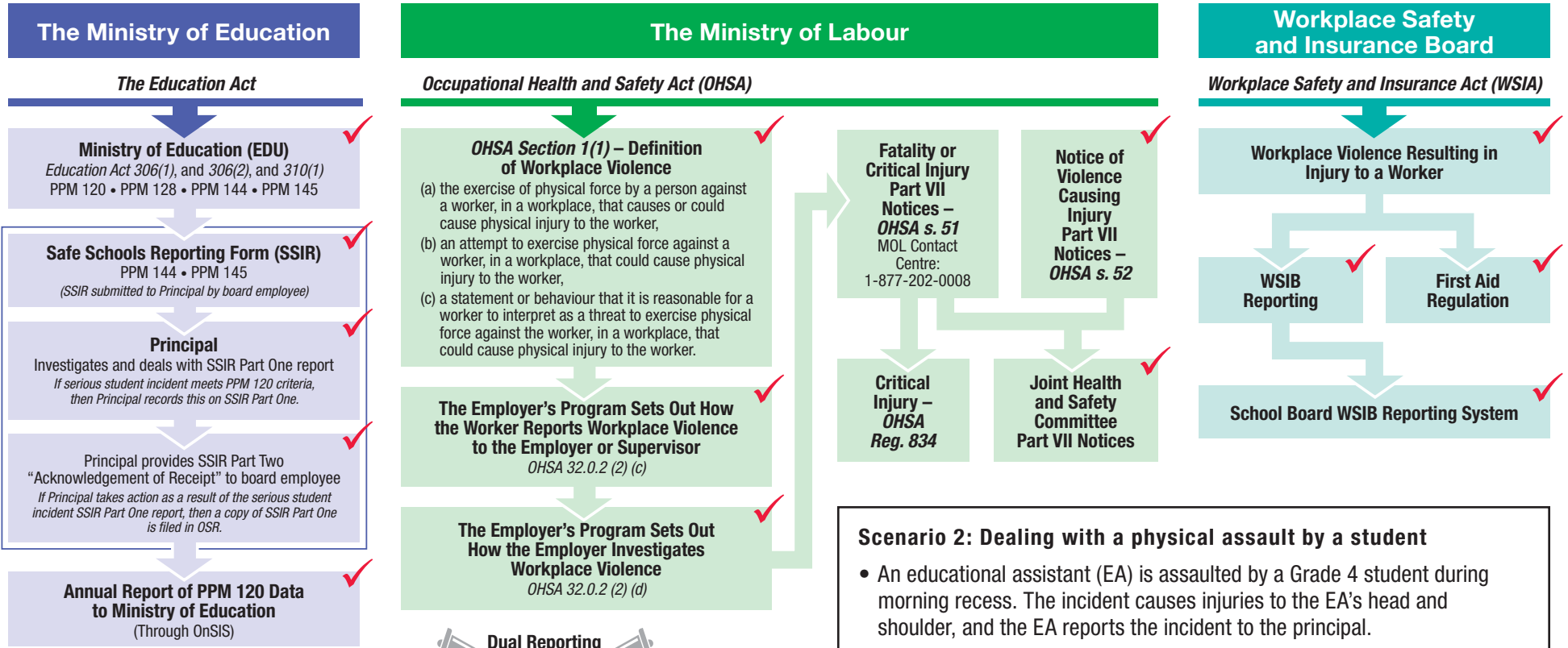


Appendix 3: Reporting actions for Scenario 2 shown on the Road Map

WORKPLACE VIOLENCE REPORTING PROCESS IN SCHOOL BOARDS



Dual Reporting Requirement

If an incident meets the definition of workplace violence (OHSA) and a serious student incident, then both the Employer's Workplace Violence Reporting form and the Safe Schools Incident Reporting form (SSIR as per PPM 120) are required to be completed as per the school board's workplace violence reporting procedure. These two forms are to be completed by the employee and submitted to the school board.

Police – notification if applicable

Provincial Model for a Local Police/School Board Protocol (2015), Ministry of Education

Key	PPM 120 – Reporting Violent Incidents to the Ministry of Education	PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour
PPM – Policy/Program Memorandum	PPM 128 – Provincial Code of Conduct and School Board Code of Conduct	Local Police – Provincial Model for a Local Police/School Board Protocol (2015)
EDU – Ministry of Education	PPM 144 – Bullying Prevention and Intervention	
MOL – Ministry of Labour		

Scenario 2: Dealing with a physical assault by a student

- An educational assistant (EA) is assaulted by a Grade 4 student during morning recess. The incident causes injuries to the EA's head and shoulder, and the EA reports the incident to the principal.
- First aid is provided. Workplace violence and injury reports are completed. The principal prepares to conduct an investigation and informs the EA.
- Later that day, while still at work, the EA develops a headache, nausea, and dizziness, seemingly as a result of the head injury. The principal activates emergency procedures and calls 911 for an ambulance.
- At the hospital, the EA is diagnosed with a concussion and referred for further assessment. The principal is informed that the EA will be unable to work for at least a few days.

✓ Reporting actions for this scenario