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

WORKPLACE VIOLENCE REPORTING PROCESS IN SCHOOL BOARDS

IN CASE OF **EMERGENCIES** - CALL 911

The Ministry of Education

The Education Act

Ministry of Education (EDU)

Education Act 306(1), and 306(2), and 310(1) PPM 120 • PPM 128 • PPM 144 • PPM 145

Safe Schools Reporting Form (SSIR)

PPM 144 • PPM 145 (SSIR submitted to Principal by board employee)

Principal

Investigates and deals with SSIR Part One report If serious student incident meets PPM 120 criteria, then Principal records this on SSIR Part One.

Principal provides SSIR Part Two "Acknowledgement of Receipt" to board employee If Principal takes action as a result of the serious student incident SSIR Part One report, then a copy of SSIR Part One is filed in OSR.

Annual Report of PPM 120 Data to Ministry of Education

(Through OnSIS)

Protocol (2015), Ministry of Education

Police – notification if applicable Provincial Model for a Local Police/School Board

Key

PPM – Policy/Program Memorandum

EDU – Ministry of Education

MOL - Ministry of Labour

PPM 120 - Reporting Violent Incidents to the Ministry of Education

PPM 128 - Provincial Code of Conduct and School Board Code of Conduct

PPM 144 - Bullying Prevention and Intervention

for a Local Police/School Board Protocol (2015)

The Ministry of Labour

Occupational Health and Safety Act (OHSA)

OHSA Section 1(1) - Definition of Workplace Violence

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) 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 Employer's Program Sets Out How the Worker Reports Workplace Violence to the Employer or Supervisor OHSA 32.0.2 (2) (c)

The Employer's Program Sets Out **How the Employer Investigates** Workplace Violence

OHSA 32.0.2 (2) (d)

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.

> PPM 145 - Progressive Discipline and Promoting Positive Student Behaviour Local Police - Provincial Model

Workplace Safety and Insurance Board

Workplace Safety and Insurance Act (WSIA)

Workplace Violence Resulting in Injury to a Worker

WSIB Reporting

First Aid Regulation

Critical Injury -OHŠA Reg. 834

Fatality or

Critical Injury

Part VII

Notices -

OHSA s. 51

MOL Contact

Centre:

1-877-202-0008

Joint Health and Safety Committee **Part VII Notices**

Notice of

Violence

Causing

Injury

Part VII

Notices -

OHSA s. 52

School Board WSIB Reporting System

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