Appendix 3: Reporting actions for Scenario 4 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)

Police – notification if applicable

Protocol (2015), Ministry of Education

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

Local Police - Provincial Model for a Local Police/School Board Protocol (2015)

The Ministry of Labour

Fatality or

Critical Injury

Part VII

Notices -

OHSA s. 51

MOL Contact

Centre:

1-877-202-0008

Critical

Injury -

OHŠA

Reg. 834

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

Workplace Safety and Insurance Board

Workplace Safety and Insurance Act (WSIA)

Workplace Violence Resulting in Injury to a Worker

WSIB Reporting

First Aid Regulation

School Board WSIB Reporting System

Scenario 4: Dealing with a threat of violence with a weapon

Notice of

Violence

Causing

Injury

Part VII

Notices -

OHSA s. 52

Joint Health

and Safety

Committee

Part VII Notices

- A high school student is overheard telling a classmate that he has a BB gun in his backpack and intends to use it to hurt staff and students. The principal is informed.
- Emergency procedures are activated and police are called. The police arrive on the scene, locate the firearm, and arrest the student,
- The student will be charged with carrying a concealed weapon, possession of a weapon for a dangerous purpose, and uttering threats to cause death or bodily harm. The school board and local police conduct coordinated investigations.

Reporting actions for this scenario