

# WORKPLACE VIOLENCE REPORTING PROCESS IN SCHOOL BOARDS



## 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

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

#### 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

PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour  
Local Police – Provincial Model 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.

#### Fatality or Critical Injury Part VII Notices – OHSA s. 51

MOL Contact Centre:  
1-877-202-0008

#### Critical Injury – OHSA Reg. 834

#### Notice of Violence Causing Injury Part VII Notices – OHSA s. 52

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

## 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