

Incident Reporting Decision Tree

All TVDSB Staff

The 'Safe Schools Incident Reporting (SSIR)' and the Employee Incident Reporting and Investigating (EIRIF)' forms have been integrated. There are times that you will complete one or both form(s). Use this tool to help you determine which form(s) you need to fill out.

Is this a Safe Schools incident involving student(s)?

You must report when a student engages in an activity when suspension and expulsion might take place, as set out in subsections [306\(1\)](#) and [310\(1\)](#) of the Education Act and [PPM 145](#).

These activities can lead to suspension for all students in Grades 4 to 12:

- utters a threat to inflict serious bodily harm on another person
- possesses alcohol, cannabis (unless the student is authorized to use cannabis for medical purposes) or illegal drugs
- is under the influence of alcohol or cannabis (unless the student is authorized to use cannabis for medical purposes)
- swears at a teacher or at any person in a position of authority
- commits an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises
- bullies another student, including cyber-bullying
- any act considered by the principal to be injurious to the moral tone of the school
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community

These activities can lead to expulsion for all students:

- possessing a weapon, including a firearm
- using a weapon to cause or to threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or in illegal drugs
- committing robbery
- giving alcohol or cannabis to a minor
- bullying, if:
 - a student has previously been suspended for engaging in bullying
 - the student's continuing presence in the school creates an unacceptable risk to the safety of another person
- any activity for which a student can be suspended that is motivated by bias, prejudice or hate
- any other activity for which a student may be expelled under Board policy

NO

YES

Is this also an employee incident?

Employee incidents that should be reported include the following:

- A hazardous or dangerous situation that did not result in an injury but that may require investigation and follow up measures to prevent future incident.
- An injury resulting in treatment that requires first aid, such as use of an ice pack or bandage
- An incident resulting in services provided by a recognized health care practitioner (e.g., doctor, chiropractor, psychologist, physiotherapist), and/or services provided by hospitals or other health care facilities.
- Any work-related injury/disease which results in being off work for your next regularly scheduled shift, if in doubt, report!

NO

YES

- Select "[eBase sign in](#)" from the Employee Portal.
- Select "Form Logic" from the menu options on the left side of the eBase home screen.
- Select "Submit New Form"
- Select "Employee Incident Reporting and Investigation Form/Safe Schools Incident Reporting Form"
- Under which forms are you filling out, choose "Both (EIRIF and SSIR)".

- Select "[eBase sign in](#)" from the Employee Portal.
- Select "Form Logic" from the menu options on the left side of the eBase home screen.
- Select "Submit New Form"
- Select "Employee Incident Reporting and Investigation Form/Safe Schools Incident Reporting Form"
- Under which forms are you filling out, choose 'Safe Schools Incident Reporting Form (SSIR)'.

Is this an employee incident?

Employee incidents that should be reported include the following:

- A hazardous or dangerous situation that did not result in an injury but that may require investigation and follow up measures to prevent future incident.
- An injury resulting in treatment that requires first aid, such as use of an ice pack or bandage
- An incident resulting in services provided by a recognized health care practitioner (e.g., doctor, chiropractor, psychologist, physiotherapist), and/or services provided by hospitals or other health care facilities.
- Any work-related injury/disease which results in being off work for your next regularly scheduled shift, if in doubt, report!

YES

- Select "[eBase sign in](#)" from the Employee Portal.
- Select "Form Logic" from the menu options on the left side of the eBase home screen.
- Select "Submit New Form"
- Select "Employee Incident Reporting and Investigation Form/Safe Schools Incident Reporting Form"
- Under which forms are you filling out, choose 'Employee Incident Reporting and Investigation Form (EIRIF)'.

NO



DOES NOT REQUIRE the completion of the 'Safe Schools Incident Report Form' or the 'Employee Incident Reporting and Investigation Form (EIRIF)'. Please speak with your administrator, supervisor, or manager about the incident that occurred.