APPENDIX B

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

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)

Fatality or Critical Injury Part VII Notices – *OHSA s.51*
MOL Contact Centre:
1-877- 202-0008

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

Critical Injury – *OHSA Reg. 834*

Joint Health and Safety Committee Part VII Notices

Ministry of Labour Workplace Violence and Harassment Resources

Joint Health and Safety Committee Resources

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.

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

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)*