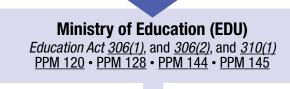
# WORKPLACE VIOLENCE REPORTING PROCESS IN SCHOOL BOARDS

The Ministry of Labour

## The Ministry of Education

The Education Act



Safe Schools Reporting Form (SSIR) <u>PPM 144</u> • <u>PPM 145</u> (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.

<u>Principal provides SSIR Part Two</u> <u>"Acknowledgement of Receipt" to board employee</u>

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)

# 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. <u>The Employer's Program Sets Out How the Worker Reports Workplace Violence to the Employer or Supervisor</u> *OHSA 32.0.2 (2) (c)*

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

<u>The Employer's Program Sets Out</u> <u>How the Employer Investigates</u> <u>Workplace Violence</u> OHSA 32.0.2 (2) (d)



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.

### Key

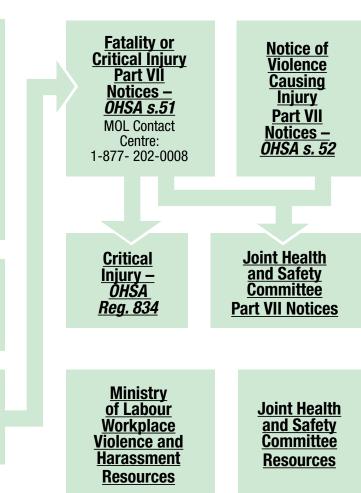
PPM – Policy/Program Memorandum EDU – Ministry of Education MOL – Ministry of Labour

**Police – notification if applicable** 

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

> PPM 120 – <u>Reporting Violent Incidents</u> <u>to the Ministry of Education</u> PPM 128 – <u>Provincial Code of Conduct and</u> <u>School Board Code of Conduct</u> PPM 144 – <u>Bullying Prevention and Intervention</u>

PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour Local Police – <u>Provincial Model</u> for a Local Police/School Board Protocol (2015)





### Workplace Safety and Insurance Board

Workplace Safety and Insurance Act (WSIA)

