



Employee Reporting of Safety Concerns, Hazards, Accidents, Incidents and Occupational Illnesses

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Memo To: All Staff

From: Director of Education

ACCESSIBILITY:

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PURPOSE:

Support the internal responsibility system functions through the establishment of a reporting management system and procedures for reporting workplace hazards, and employee incidents, injuries, and occupational illnesses.

Establish procedures for reporting student, volunteer and visitor incidents and injuries.

Comply with the employer's reporting obligations under the Education Act, Occupational Health and Safety Act (OHSA), Workplace Safety and Insurance Act (WSIA) and Ontario School Board Insurance Exchange (OSBIE).

REFERENCES:

- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- Education Act, s. 265(1)(j) ("care of pupils and property")
- Good Samaritan Act
- Ministry of Education Policy and Program Memorandum (PPM) - Bullying prevention and intervention - PPM144
- Ministry of Education Policy and Program Memorandum (PPM) - Progressive discipline and promoting positive student behaviour - PPM145
- [School Accidents APH002](#)
- [Administrative Procedure Workplace Violence Prevention APH023](#)
- [Workplace Harassment/Discrimination Prevention APS024](#)
- [Total Abilities Management Program APS037](#)
- Ontario's Well-being strategy for Education
- Waterloo Catholic District School Board Mental Health Strategy [Wellness APH018](#)

FORMS:

- **APS024:** [WCDSB Workplace Harassment Complaint \(Online Form\)](#)
- **APS023-02F:** [Employee Workplace Violent Incident Report](#) Employee Report Form (Formerly known as Employee Workplace Violent Incident Report (EVIR) & Employee Accident Incident Report (EIAR))
- **APC034-01F:** [Safe Schools Incident Reporting Using the Employee Report Form](#)



- **APH002:** [\(OSBIE Forms – refer to Appendices\)](#)

REPORTS:

- N/A

APPENDICES:

- Appendix A: [OSBIE Online Incident Reporting](#)
- Appendix A: [Workplace Violence Prevention Program](#)
- Appendix B: [Disability Management Operating Procedures](#)
- WCDSB Safety Plan Memo – Student Services
- WCDSB Safety Plan Resource Book – Student Services
- Ministry of Education - PPM 144
- Ministry of Education PPM 145
- Ministry of Education - Workplace Violence Reporting Process in School Boards Flow chart - [Click Here](#)

COMMENTS AND GUIDELINES:

Scope

This administrative procedure applies to all Waterloo Catholic District School Board (WCDSB) workplaces and/or WCDSB approved locations which involve work and education programs, activities and events, including:

- Employees, in the course of performing work on behalf of WCDSB;
- Students, including co-operative education during school hours or WCDSB approved programs, events or field trips;
- Post-secondary students on a work placement at WCDSB;
- Volunteers on WCDSB sites; and
- Visitors on WCDSB sites;

Definitions

Accident: An accident is an unplanned or unexpected event resulting in injury requiring first aid, health care, or missed work (not including the day of accident). The Employee Report Form should be completed if an employee:

- Sustains an injury at work,
- Seeks medical attention, or
- Is unable to go to work as a result of the work-related injury.

Critical Injury: A Critical Injury is defined under the Occupational Health and Safety Act as “an injury of a serious nature” that: (Note: * An altered state of consciousness could include near drowning, electric shock or seizure.)

- a) places life in jeopardy;
- b) produces unconsciousness*;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion (i.e., >10%) of the body; or
- g) causes the loss of sight in an eye.

First Aid: First aid includes, but is not limited to: cleaning minor cuts, scrapes or scratches, treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

Hazardous Situation: A situation that has not caused immediate injury but causes an environment or happening that could be hazardous, should the circumstances be different, to a person's health. Includes, but is not limited to: chemical spill or leak, observation of faulty equipment, wet or icy conditions on walkways in and around school entrances/exits, indoor air quality concern, etc.

Health Care: Health care (or medical attention) includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist), services provided at a hospital and/or health facility and/or require prescription drugs. Incidents where health care services were required must be reported to the WSIB within 3 days (72 hours).

Incident: An incident is defined as an unplanned event that did not result in an injury or illness.

Lost time: A work-related injury or ill health, which results in being off work past the day of the incident.

Multi-Site Joint Health and Safety Committee (MSJHSC): The committee is an advisory body that helps to stimulate or raise awareness of health and safety issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. To achieve its goal, the committee holds regular meetings and conducts regular workplace inspections and makes written recommendations to the employer for the improvement of the health and safety of workers. In the event of a work refusal, Health and Safety representative will notify the appropriate MSJHSC representative to participate in work refusal process.

Occupational Illness: A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

Safe Schools Incident Reporting (SSIR): The Safe Schools Incident Report through eBase should be completed to report student activities for which suspension or expulsion must be considered, per the Education Act. It is important to note that any incidents that are Ontario Human Rights Code violations (e.g. behaviour that is racist, sexist, homophobic, etc.) are also reported using this form.

Safety Concern: A potential or existing hazard which an employee believes may present a risk to their health or safety, or the health and safety of other persons in the workplace.

Workplace: Any land, premises, location or thing at, upon, in or near where a worker works. Includes telework performed in or about a private residence.

Workplace Violence: Workplace violence is defined by the Occupational Health and Safety Act as:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- 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.

Reporting Responsibilities:

Employee Responsibilities

Take an active role in protecting and promoting health and safety by identifying and controlling workplace hazards within their control, and complying with relevant laws, and administrative procedures.

Report any workplace hazards that pose an immediate danger to workers immediately to the principal/supervisor, either in person or by phone.

Immediately report any incidents and accidents (first aid, healthcare, lost time) and occupational illnesses to the principal/supervisor, and submit an Employee Report Form (Formerly known as Employee Incident Accident Report (EIAR)) through eBase within one (1) school/workday.

Immediately report workplace violence incidents using the Employee Report Form (formerly known as Employee Violence Incident Report (EVIR and SSIR). For more procedural information please refer to the Workplace Prevention Administrative Procedure APH023.

If the employee cannot submit an Employee Report Form, the principal/supervisor may submit a report on the employee's behalf in consultation with the employee (if available) within one (1) school/workday. Should the employee not be medically be available the principal/supervisor will submit a report with information known at the time and gathered from witnesses. Any updates or revision can be made by the employee when available during recovery period.

Report all visits to an emergency department, or healthcare professional related to a workplace injury or illness to the principal/supervisor on the day of the visit and obtain and provide any forms (e.g., WSIB Form 8, Health Professional Report) to the Human Resources Services, Total Abilities Management Team (TAM). Refer to and follow Administrative Procedure Appendix B: Disability Management Operating Procedures,

If time off work is taken after the day of an incident, injury or occupational illness, report the absence to the principal/supervisor and Human Resources Services, Total Abilities Management Team (TAM). Please refer Appendix B: Disability Management Operating Procedures. Any email inquiries can be sent to tam@wcdsb.ca.

Participate in incident debriefings and investigation reviews as part of the internal responsibility process and/or Board Procedure(s).

Verbally report and submit the SSIR within 24 hours on eBase any student activities for which suspension or expulsion must be considered to the principal as soon as possible, but no later than the end of the school day, following the Suspension & Expulsion Policy (APC012),.

Principal/Supervisor Responsibilities

Immediately respond to a report of imminent danger and take appropriate action to eliminate or control the hazard.

Assess injuries and ensure first aid is provided immediately to an injured or ill person by a person trained in first aid. If recommended, instruct individuals to seek further assessment or treatment by a health care professional.

Ensure transportation is provided or arranged for an injured or ill person to an emergency department, healthcare professional or residence.

If a person (employee, student, volunteer, visitor) may have sustained a critical injury (i.e., sent to hospital) due to a workplace hazard, immediately:

1. Notify the Health and Safety Department immediately by calling the Health and Safety Supervisor or Health and Safety Specialist.

2. Do not disturb the scene or anything related (e.g., tools, materials). Freeze and secure the scene (e.g., lock door, cordon off area) until permission is granted to release the scene. If it is not possible to secure the scene (e.g., emergency exit, traffic lane), take photos of the scene from all directions (North, South, East, West) and note the conditions (e.g., raining, snowing, ice, spill, etc.).
3. Obtain a written description from all adult(s) who witnessed the incident.
4. Obtain any documentation or records related to the incident (e.g., training content and records of completion, inspections reports, logs).
5. If the employee cannot submit a report, the principal/supervisor may submit a report on the employee's behalf in consultation with the employee (if available) within one (1) school/workday.

For injuries and occupational illnesses requiring healthcare or lost time from work, ensure:

1. An Employee Report Form (Formerly known as Employee Incident Accident Report (EIAR)) is submitted by or on behalf of the employee within one (1) school/workday; and
2. Any forms (e.g., WSIB Form 8) are submitted to the Human Resources Services, Total Abilities Management Team (TAM).

Ensure critical incident debriefing occurs immediately following a critical or serious incident (e.g., medical emergency, critical injuries, significant intervention, containment, traumatic event, lockdown).

Ensure follow-up incident debriefing/investigation occurs within three (3) school/workdays following a serious or critical incident.

Ensure employee hazard/incident reports are reviewed; employees and witnesses are consulted; additional information, instructions, photos, records obtained to identify causes, and the investigation report is submitted within the required timelines:

1. Critical injury reports - must be submitted to the Ministry of Labour, Immigration, Training and Skills Development immediately upon knowledge of incident, Joint Health and Safety Committee within twenty-four (24) hours as per MSJHSC Terms of Reference.
2. Imminent danger report – within one (1) school/workday.
3. Injuries (healthcare or lost time) and Occupational Illnesses - must be submitted to the Workplace Safety and Insurance Board, Multi Joint Health and Safety Committee and Union/Association, accordingly.

Note: The WSIB levies a fine for late reporting. If a principal/supervisor fails to report an injury or occupational illness to Human Resource Services they are aware of within the required time, the fine will be charged to the school or department.

1. Injury - first aid – three (3) school/workdays.
2. Incident - no injury/treatment – three (3) school/workdays.
3. Workplace hazard - within three (3) school/workdays.

Ensure that any preventive or corrective actions (hazard controls) are implemented to prevent a recurrence and that the action(s) are communicated in writing to the person(s) who reported the hazard/incident and others directly impacted.

Evaluate the hazard controls implemented to determine the effectiveness and assess if the intent of the hazard control is being met.

All Student Injuries

The principal and teachers must instruct students to report all injuries to their supervising teacher. The teacher must notify the principal or designate.

The principal or supervising teacher must ensure first aid is provided immediately by a persons trained in first aid.

If the student requires or is recommended to obtain healthcare, the principal or supervising teacher must ensure transportation is provided to a physician/hospital/home and the principal must notify the parent(s)/guardian(s).

If the student is transported by ambulance, the principal must immediately notify the:

1. Parent(s)/guardian(s)
2. Family of School Superintendent

The principal must ensure that injuries that require or recommend healthcare are reported electronically on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form. Refer to APH002 School Accidents.

If a critical injury is suspected due to a workplace hazard, follow the procedures in Critical Injury section of this procedure.

The principal must collect and assess additional details, witness observations, information, instructions, records, photos, etc., and identify causes and corrective actions. The incident information must be kept in a secure location.

The principal must ensure that any corrective actions (hazard controls) are implemented to prevent a recurrence and that the action(s) are communicated in writing.

Students Injured on Co-op Work Placement Inside/Outside of WCDSB

The principal and co-op teacher must instruct all students on co-op work placement to report all co-op work related injuries to the co-op teacher and the placement supervisor. Please refer to Program Services Co-op Student Accident Reporting Procedures for more detailed step-by-step instructions.

The co-op teacher must report all co-op work placement injuries that require or it is recommended healthcare, as outlined above.

In addition to the OSBIE Incident Report, any injuries that required healthcare must be reported on the Student Co-op Work Placement Accident Report. This form must be fully completed and signed by the co-op teacher, co-op employer and principal.

WCDSB Student Co-op Work Placement Accident Report and the student's completed Work Education Agreement must be emailed to the Human Resources Services, Total Abilities Management Team (TAM). within twenty-four (24) hours.

Human Resources Services, Total Abilities Management (TAM) Team will either submit a WSIB Form 7 or collaborate with the educational institution to provide the necessary information for the WSIB Form 7, Student Co-op Work Placement Accident Report, and Work Education Agreement to WSIB.

Note: Student co-op work placement injuries requiring healthcare must be reported to the WSIB within three (3) days of receiving healthcare. The WSIB levies a fine for late reporting. When a co-op teacher fails to report an injury to the Total Abilities Management Team (TAM), that they are aware of, within the required time, the fine will be charged to that school.

Volunteer or Visitor Injuries

The principal must ensure that first aid is provided immediately by staff trained in first aid.

The principal must offer to arrange transportation to a physician/hospital/home.

If the person is transported by ambulance, the principal must immediately notify the Next of Kin/Volunteer Emergency Contact on File.

The principal must ensure that injuries that require or recommend healthcare are reported electronically on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (APH002).

If a critical injury is suspected due to a workplace hazard, follow the Critical Injury section of this procedure.

The principal must collect and assess additional details, witness observations, information, instructions, records, photos, etc. and identify causes and corrective actions. The incident information must be kept in a secure location.

Ensure that any preventive or corrective actions (hazard controls) are implemented to prevent a recurrence and that the action(s) are communicated in writing.