# Appendix H: Road Map



### **Workplace Violence Reporting Process in School Boards**

Fatality or

**Critical Injury** 

**Part VII Notices** 

-OHSA s.51

**MLITSD Contact** 

Centre

1-877-202-008

Written

report or

notice -

O. Reg. 420/21

**MLITSD** 

Workplace

Violence and

Harassment

Resources

**Notice** 

of Violence

Causing

Injury

Notices -

**OHSA s. 52** 

Workplace

parties/

representatives

**Notices** 

Joint

Health and

Safety

Committee

Resources

### 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

PPM - Policy/Program Memorandum

**EDU** – Ministry of Education

# The Ministry of Labour, Immigration Training and Skills Development

#### 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)

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

**PPM 120 –** Reporting Violent Incidents to the Ministry of Education

PPM 128 - Provincial Code of Conduct and School Board Code of Conduct

MLITSD – Ministry of Labour, Immigration, Training and Skills Development PPM 144 – Bullying Prevention and Intervention

**PPM 145 –** <u>Progressive Discipline and</u> <u>Promoting Positive Student Behaviour</u>

**Local Police –** *Provincial Model for a Local Police/School Board Protocol (2015)* 

#### **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 internal WSIB Reporting System** 

## **Dual Reporting** Requirement

are to be completed by the employee and submitted to the school board.

Key