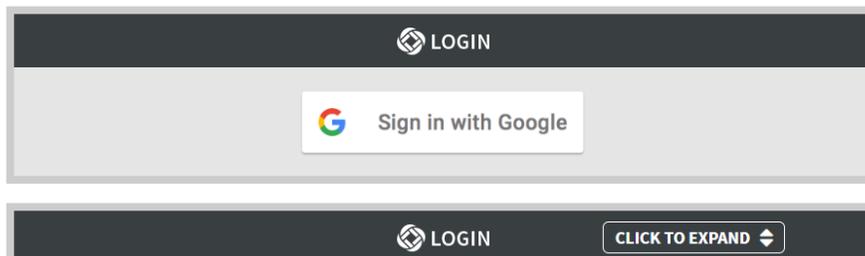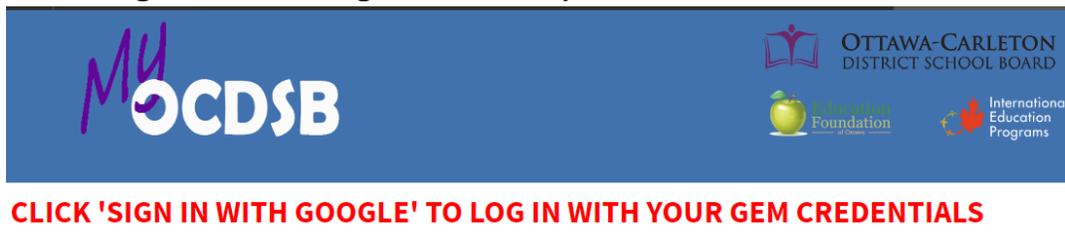# OCDSB *Online* Violence Reporting Instructions

Form 733

1. On the OCDSB website (www.ocdsb.ca) select **Staff Portal**.

2. Select **Sign in with Google**, and enter your OCDSB credentials.

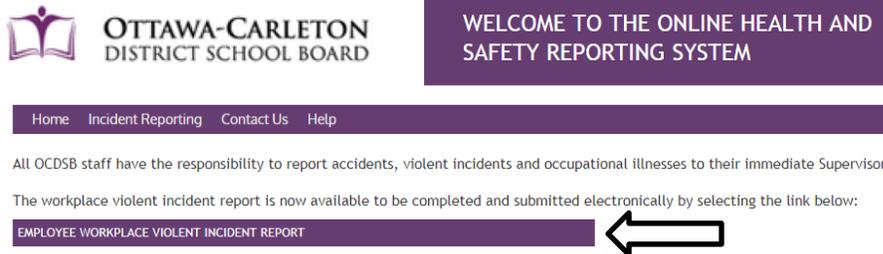CLICK 'SIGN IN WITH GOOGLE' TO LOG IN WITH YOUR GEM CREDENTIALS

3. Select **Admin**.

4. Select **Online Workplace Violence Reporting**.

Admin Apps
OCDSB Intraweb / Admin Apps

Self Serve Password Reset

School Cash.net

School Messenger

Online Accident Reporting

Career Cruising Admins (CAMS)

eBase

Compass for Success

Laserfiche

Infolinx

Online Workplace Violence Reporting

Custom Apps (Staff Room)

5. Select **Employee Workplace Violent Incident Report**.

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

WELCOME TO THE ONLINE HEALTH AND SAFETY REPORTING SYSTEM

Home   Incident Reporting   Contact Us   Help

All OCDSB staff have the responsibility to report accidents, violent incidents and occupational illnesses to their immediate Supervisors.

The workplace violent incident report is now available to be completed and submitted electronically by selecting the link below:

EMPLOYEE WORKPLACE VIOLENT INCIDENT REPORT

6. Fill out all mandatory fields. Click the **Forward** button until all questions are complete.

IDENTIFICATION   SCHOOL   LOCATION   ASSAILANT   TYPE   DETAILS

Identification

Date of Incident:		Time:		Date and Time Reported:		
Employee Name:	First Name	Last Name	Employee #	Employee Email:	
Job Title:					

Affiliation:

ETFO:
- ○ Elementary Occasional Teachers (OCEOTA)
- ○ Elementary Teachers (OCETFO)

OSSTF:
- ○ Education Support Professionals (ESP)
- ○ Secondary Occasional Teachers (OT)
- ○ Professional Educators & Child Care Staff (PECCS)
- ○ Professional Student Service Personnel (PSSP)
- ○ Plant Support Staff Unit (PSSU)
- ○ Student Support Professionals (SSP)
- ○ Teachers Bargaining Unit (TBU)

Other:
- ○ Lunch Monitor
- ○ Principal / VP
- ○ Other

Cancel   FORWARD ›

7. Click **Submit for review** once all fields are filled out.