



## MEMORANDUM

To: Principals, Vice-Principals, Managers, Supervisors

From: Janice McCoy

Date: 30 August 2018

**Re: Effective 1 September 2018 - Online Violent Incident Reporting**

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Beginning this school year, an online system will be implemented for all violent incident reporting, replacing the paper version of the reporting form, also known as Form 733. This means that **effective immediately**, all violent incident reports that would have been submitted using a Form 733 - Violent Incident Reporting Form, will be submitted online. **Paper copy versions of the form will no longer be accepted.**

There are number of advantages to moving to an online system, including an increased capacity to use the data to identify trends and to develop and implement measures to reduce the number of incidents overall. The Ministry of Education has also directed all school boards to implement an online reporting system effective this school year.

In an effort to assist with the implementation, Occupational Health and Safety (OH&S) has developed a video (attached to this memo; link provided below) for you to share with all staff members about the new reporting system, including where and how to access the form on the Staff Portal of the OCDSB website. The video also provides information to employees on how to complete the form and what happens to it once it's submitted. A brief set of instructions is also attached for your information.

Please share the video with all staff at the first staff meeting of the school year, and/or by distributing it to all staff in your school/department to review. If it is shared as part of a staff meeting, please ensure that you also send it to any staff who do not normally attend staff meetings or who are unable to attend the staff meeting. It is important that staff are apprised of the new reporting system as early as possible in the school year.

Information about the new reporting system will also be shared with casual employees using ATE. However, we would also appreciate your assistance wherever possible to ensure casual employees in your school are aware of the new reporting system.

As part of the online reporting, supervisors will automatically receive an electronic notification through their OCDSB Gmail account when an employee in your school/department submits an online report. You will be prompted to open a link where you will find the relevant information about the incident and required to complete the supervisor's portion of the reporting form. This includes identifying what steps or actions have been or will be taken to mitigate the risk of future incidents occurring. Reports submitted by casual employees will be sent to the supervisor attached to the location where the incident occurred.

If you have any questions, please contact Melissa Peters ([melissa.peters@ocdsb.ca](mailto:melissa.peters@ocdsb.ca)) in Occupational Health and Safety.

To access the training video, please visit the following link:

<https://drive.google.com/file/d/1LMOr16g2g9zb11BOyqS-wLRGZZuNNRE2/view?usp=sharing>

cc. Senior staff

JHSC

Corporate Records