

In our line of work, we are often overwhelmed with the amount of paperwork given to us on a day to day basis. When incidents occur at work, the trend continues. When we are the victim of a violent or aggressive incident at work, this trend continues. Often we are required to fill out one of the forms listed below.

	Incident Report	SE50	Conduct Report
Who is this form about	Worker	Special Education Student	Student
Who fills out the form	Worker (with Admin)	Worker	Worker
What is this form used for	Reporting a work related injury or incident	Reporting a targeted physical aggression towards a staff member	Reporting a behavioral incident to Admin about a student
Who can fill out this report	Any board employee has the right to fill this report out.	Any staff member who is the target of the aggression from a special education student	The staff member who witnessed it or is involved in the behavioral incident
Is this form mandatory	Yes, if you are injured at work and require health care. All other incidents should be reported by employee	Yes, if there is targeted physical aggression towards a staff member by a special education student	Yes, if the activity may result in a suspension or expulsion **see appendix a**
Who has implemented the form	Ministry of Labour	YCDSB	Ministry of Education
How does this form affect the Worker	Report all workplace incidents that have occurred to a worker, also keeps track of ongoing, recurring incidents in the school	There are three essential boxes to assist the worker: <ol style="list-style-type: none"> <li>1. Requesting additional training</li> <li>2. Requesting additional support</li> <li>3. Seeking personal protective equipment</li> </ol>	<ul style="list-style-type: none"> <li>• Ensures the worker has followed their duty to report, under Safe Schools</li> <li>• Keeps a log of behavioral incidents for particular students</li> </ul>

Where does it go?	<p>If the worker seeks medical assistance, this form is immediately sent to WSIB. The Medical Practitioner will also fill out a form, and WSIB will send a form to the worker. This is the beginning of a potential claim. If the worker does not seek medical assistance, the board logs the event. If this is a critical injury, the Ministry of Labour is informed within 48 hours, and investigation begins. <b>**see appendix**</b></p>	<p>Student services receives the SE50 and either begins a file, or continues it. If one of the boxes indicated above is selected, the worker is contacted for the additional supports. Student services also uses these reports to help identify needs in the school/system, and update safety plans</p>	<p>The administrator at the school is responsible for following up. Action must be taken, in a timely manner, and a copy of the report must be returned to the staff member. If a suspension/expulsion occurs, the Ministry of Education is notified. The administration should track these, to follow through on the progressive discipline model.</p>
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**Appendix A**

**List of Suspendable Offences**

Uttering a threat to inflict bodily harm, Possessing alcohol or illegal drugs, Being under the influence of alcohol, Swearing at a teacher, or person of authority, Committing an act of vandalism that causes extensive damage to the school, Bullying, Any act name under board policy

**List of Expulsion offences**

Possessing a weapon, Using a weapon to cause or inflict bodily harm, Committing physical assault causing bodily harm requiring treatment, Trafficking in weapons and/or drugs, Committing Robbery, Bullying (if student has previously been suspended for this, Any activity that is motivated by bias, prejudice, or hate, Giving alcohol to a minor, Any other activity listed under board policy

**Appendix B - Critical Injury**

Places life in jeopardy, produces unconsciousness, causes substantial loss of blood, fracture of an arm, leg or more than one finger or two, amputation of an arm, leg or more than one finger or toe. Consists of burns to a major portion of the body, causes the loss of sight in an eye.