Ministry of Education

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Ontario

2018: SB06

MEMORANDUM TO:	Senior Business Officials
FROM:	Romina Di Pasquale Director (A) Labour and Finance Implementation Branch
DATE:	April 19, 2018
SUBJECT:	**Funding for Online Incident Reporting**

The Provincial Working Group on Health and Safety was established in January 2016 through the 2014-17 collective bargaining process. The working group is composed of representatives from school boards, teacher federations, education worker unions and the government. It has a mandate to review system-wide health and safety issues and make recommendations to support their resolution.

The working group has provided guidance on clarifying and streamlining Ontario's existing reporting requirements for incidents of workplace violence and serious student incidents in schools. It has examined options regarding implementation of a simplified and standardized reporting process that includes an online reporting tool to allow for the collection of more accurate and consistent data related to workplace violence and serious student incidents in schools. This data will inform the work of Joint Health and Safety Committees and school administrators as they respond to incidents of violence in the workplace and serious student incidents, respectively.

On March 9, 2018, Minister Naidoo-Harris wrote to school board chairs advising that school boards will be required to implement a common online reporting tool in relation to violent incidents. This tool must be ready for use in the 2018-19 school year.

To this end, the ministry is providing $10,000 of funding per school board to support boards in adopting a common online reporting tool. The required system specifications that must be met in order to receive the funding are outlined in Appendix A.

The ministry will provide a Letter of Agreement (LOA) to each board regarding this funding by the end of April 2018. The funding will be provided upon receipt of a board's signed LOA and either proof of purchase of an online incident reporting system or evidence that an existing reporting system meets the specifications outlined in Appendix A by September 30, 2018.

The ministry remains committed to supporting the successful implementation of this online incident reporting tool. Should you require clarification or further detail please contact Lynda Coulter at 416-212-4460 or Lynda.coulter@ontario.ca.

Thank you for working with us to build upon the strong culture of health and safety in our schools.

Sincerely,

Romina Di Pasquale
Director (A)
Labour and Finance Implementation Branch

Cc:
  Andrew Davis, Assistant Deputy Minister, Education Labour and Finance Division
  Denise Dwyer, Assistant Deputy Minister, Indigenous Education and Well-Being Division
  Directors of Education
  Doreen Lamarche, Executive Director, Education Finance Office
  Brian Blakeley, Executive Director, Education Labour Relations Office
  Lynda Coulter, (A) Director, Education Labour Relations Operations Branch
  Debra Cormier, Director, Field Services Branch
  Provincial Working Group on Health and Safety
  Ontario Principals' Council (OPC)
  Catholic Principals' Council Ontario (CPCO)
  Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)

Appendix A: System Specifications

The ministry is making available $10,000 in funding per school board for the 2018-19 school year to support the purchase and implementation of an online incident reporting tool that collects data on all incidents of workplace violence including incidents involving education workers, students and others. The tool will also provide an online incident reporting platform for the Safe Schools Incident Reporting (SSIR) Forms contained in Program/Policy Memorandum (PPM) 144, *Bullying Prevention* and PPM 145, *Progressive Discipline and Promoting Positive Student Behaviour.*

This tool will include a feature for pre-population of overlapping fields to avoid repetitive data entry between the two reporting processes (e.g. location of incident, date and time of incident, etc.).

Workplace Violence Reporting (Workers):

1. Online occupational health and safety incident reporting system in the language of the workplace, i.e. French or English
2. Aligns with the Provincial Working Group Roadmap for standardized reporting for school boards pursuant to the MOL OHSA Reporting Criteria.
3. Provides an electronic incident reporting system for:
   a) Employee workplace violent incidents
   b) Supervisor workplace violent incident investigations
   c) Automated supervisor notifications
   d) Reporting to the JHSC
   e) Fatality or critical injury reporting
   f) Can be customized to either incorporate WSIB reporting or interface with WSIB online reporting tools
4. Is a common sector wide solution designed to collect common and comparable information across school boards.
5. Is proven in the sector and has initial capacity including the following:
   a) Provides an incident reporting system which includes:
      • Employee's Report of a Workplace Violent Incident
      • Supervisor's Workplace Violent Incident Investigation Report
      • Supervisor's Accident Investigation Report
      • Workplace Violence Risk Assessment
      • Non-School Based System
      • Reporting both JHSC and Union Reporting
      • Maintains reporting compliance with OHS Act
   b) Includes an incident reporting system that is designed to collect details of an employee workplace violent incident including, but not limited to:
      • Federation/Union
      • Type of Violent Incident

- Lost Time Injury
- Repeat Offense
- Incident Location
- Student/Other Involved
- Weapons Involved
- Incident Details

c) Searchable by report type:
- Employee Workplace Violence
- Supervisors Workplace Violence Investigations

d) Ability to filter report searches by:
- Student/Other
- Injuries
- School/Building
- Date & Time of Incident
- Affiliation-Victim Information
- Type of Violence
- Location of Incident
- Multiple Victims
- Sought Medical Assistance
- Repeat Offense-Lost Time Injury
- Weapons Used

e) Provides Auto-email notifications for:
- Workers
- Supervisors
- Superintendents
- OH&S Department

f) Reporting Capabilities:
- Provides Summary of Reports Submitted
- System Generates Custom Reports
- Detailed Reporting Data and Visual Analysis

Serious Student Incident Reporting (SSIR):

1. Provides an electronic reporting system for:
   a) Safe Schools Incident Reporting Forms (SSIR Part I) in accordance with the *Education Act* and outlined in PPMs 144 and 145
   b) Principals' Acknowledgement of Receipt of Report (SSIR Part II) in accordance with the *Education Act* and outlined in PPMs 144 and 145
2. Collects details of a SSIR including, but not limited to:
   a) Name of Student(s) Involved

b) Location of Incident
   c) Date of Incident
   d) Time of Incident
   e) Type of Incident as set out in subsections 306(1) and 310(1) of the *Education Act* (including activities for which the principal may suspend/expel a student according to board policy)
3. Assigns each electronic report a number for filing and retrieval purposes.
   - For more information on records retention and information management, please refer to PPMs 144 and 145
4. Provides information to the user regarding the legal and policy requirements for reporting and investigation of serious student incidents. This information should be included in order to enhance school staff and principals/vice-principals' understanding of reporting obligations and associated policies (e.g. consideration of mitigating factors in suspension/expulsion decisions).
   - For more information on legal and policy requirements for reporting and investigation of serious student incidents, please refer to the *Education Act* and PPMs 144 and 145
5. Provides notifications/reminders for staff and principals/vice-principals of additional reporting that may be required (e.g. PPM 120 *Reporting Violent Incidents to the Ministry of Education*)
6. Generates aggregate summary reports that may be filtered by:
   a) Number of SSIR reports (Part I and Part II)
   b) Student(s) Involved
   c) Location of Incident
   d) Date of Incident
   e) Time of Incident
   f) Type of Incident as outlined in subsections 306(1) and 310(1) of the *Education Act*