WORKPLACE VIOLENCE REPORTING
QUICK REFERENCE

1. MINISTRY OF LABOUR
WORKPLACE VIOLENCE

Violence, threat, attempted violence, near-miss, or witnessing violence against others

REPORT IT IMMEDIATELY
Tell your supervisor or Principal

COMPLETE THE REPORT
Fill out the Employee Incident/Violent Incident Report. Include what happened, where, when, who was involved and any witnesses

KEEP A COPY

DID THE INCIDENT INVOLVE A STUDENT?
If so...

2. MINISTRY OF EDUCATION
SERIOUS STUDENT INCIDENT

Could the student be suspended or expelled?
If so...

REPORT IT VERBALLY
Tell the principal or designate as soon as possible

COMPLETE THE REPORT
Fill out the Safe Schools Incident Report on the Online Reporting Tool. Submit it as soon as possible and by the end of the day

KEEP THE ACKNOWLEDGEMENT

DID THE INCIDENT RESULT IN AN INJURY?
If so...

3. WSIB
WORKER INJURY

Were you injured?

If so...

GET FIRST AID OR MEDICAL CARE
Tell the healthcare provider the injury happened at work

REPORT THE INJURY
Tell your supervisor or Principal as soon as possible

COMPLETE FORM 6
Worker's Report of Injury/Disease, when required

KEEP COPIES

MORE THAN ONE REPORT MAY APPLY
A student incident that injures a worker may require all three reporting pathways. If no student is involved, but an injury occurs, omit the Safe Schools Report. Complete EVERY report that applies. One report does not replace another.

Questions? Speak to your Union/Association/Federation representative or immediate supervisor.