

KEEPING SCHOOLS SAFE FOR ALL



WHAT IS AN SSIR OR INCIDENT INJURY REPORT?

An online reporting tool used to document incidents such as near misses, acts of violence toward teachers, or situations that create unsafe classroom environments. The information gathered helps identify behavioural trends and informs future updates to policies and procedures to improve workplace safety for all staff and students.

WHEN DO YOU REPORT?

Any time you are working in a daily or long-term occasional role and encounter a situation that is unsafe or that contributes to an unsafe classroom environment for yourself or your students, it must be reported. There are **no** exceptions.

WHO SEES THE REPORTS

These reports are automatically forwarded to the school principal, the Safe Schools principal, the Multi-Site Joint Health and Safety Committee and the NNOT president.

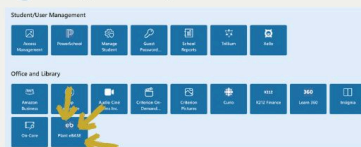
WHY DO WE REPORT

This process helps keep everyone within our board community safe and ensures that accurate data trends are tracked to inform safety planning in future school years.

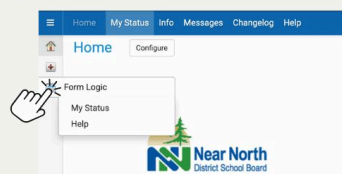
HOW TO ACCESS AND SUBMIT THE SSIR

1. NAVIGATE TO THE STAFF PORTAL

2. Click on Plant eBase Log in using board credentials



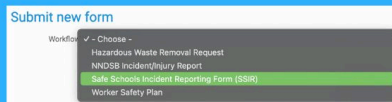
3. Click on Form Logic



4. Select Submit New Form



5. Workflow: Select SSIR



Facility: Select School of
Incident

6. Complete the SSIR

7. Submit the SSIR and ensure the school Principal is selected from the final submission.

You will receive an email notifying you of the submission to your board email.

