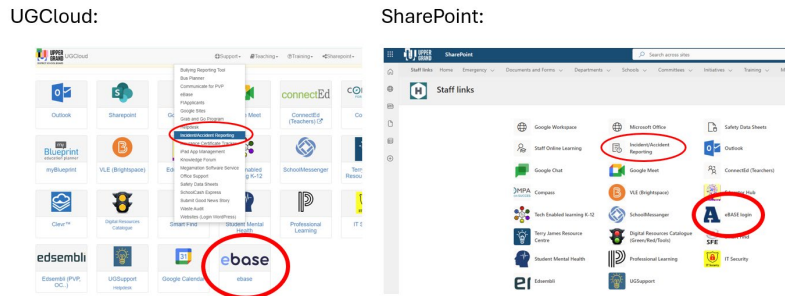


## Submitting Health & Safety Reports on eBase

The Incident Reporting System, housed on eBase effective August 28, 2024, can be accessed through both UGCloud and SharePoint.

### Accessing eBase

A



You will be brought to the eBase Login Page:

B

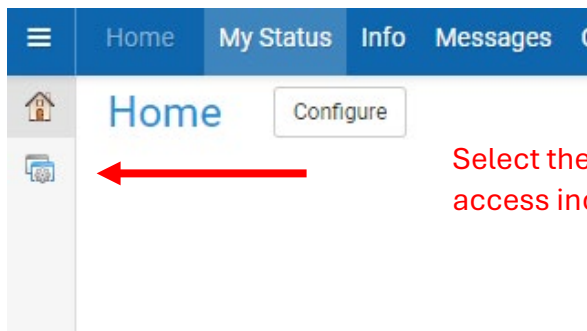


Select "Login with Board



NOTE: Generic eBase accounts/credentials do not have access to the Employee Incident Reporting module. Ensure you are logging into eBase with your own Board credentials to complete reports.

C



Select the Form Logic module icon to access incident reporting forms

Once in Form Logic, you will be brought to the My Status Page. Here you can view any open previously submitted forms and submit new forms.

**D**

Number	Details	Facility	Extra	Progress	Due	Status	Age
#00060	Physical Intervention Report (Policy 413-4)	June Avenue PS	-	1 of 2	Principal Review	Active	0
#00059	Physical Intervention Report (Policy 413-4)	June Avenue PS	-	1 of 2	Principal Review	Active	0
#00058	Accident/Incident Witness Report	June Avenue PS	-	1 of 2	Supervisor's Investigation Report	Jul 17, 2024	Active
#00057	Accident/Incident Witness Report	June Avenue PS	-	1 of 2	Supervisor's Investigation Report	Jul 17, 2024	Active
#00056	Accident/Incident Witness Report	June Avenue PS	-	1 of 2	Supervisor Review/Sign-off	Jul 25, 2024	Active
#00055	Employee Incident Report Form (EIR) / Safe Schools Incident Report Form (SSIR)	June Avenue PS	-	1 of 5	Supervisor Review (for incidents involving a student)	Jul 25, 2024	Active
#00053	Employee Incident Report Form (EIR) / Safe Schools Incident Report Form (SSIR)	June Avenue PS	-	1 of 5	Supervisor Review (for incidents involving a student)	Jul 25, 2024	Active
#00047	Employee Incident Report Form (EIR) / Safe Schools Incident Report Form (SSIR)	June Avenue PS	-	1 of 5	Supervisor Review (for employee incident/accidents)	Jul 19, 2024	Active
#00046	Accident/Incident Witness Report	June Avenue PS	-	1 of 2	Supervisor Review/Sign-off	Jul 19, 2024	Active
#00026	Employee Incident Report Form (EIR) / Safe Schools Incident Report Form (SSIR)	June Avenue PS	-	1 of 8	Safe Schools Incident Reporting Form - Part 2	Jun 26, 2024	Active

Previously submitted reports will be displayed

Click "Submit new form" to begin a new form

## Completing a Form

### Submit new form

**A**

Workflow:  Facility:

*Choose a workflow and facility*

Select the report you would like to complete from the "Workflow"

Select the site where the incident took place from the "Facility" dropdown list. If the incident occurred off board/school property, indicate your home location (e.g., school, GBO, GECC)

**B**

Workflow: Employee Incident Report Form (EIR) / Safe Schools Incident Report Form (SSIR) Facility: June Avenue PS

**Employee Incident/Accident Report Form / Safe Schools Incident Report Form**

Use this form to report hazards/incidents where you were impacted directly and/or to report incidents involving a student for which suspension or expulsion must be considered.

INSTRUCTIONS:

- Complete all required sections of the report.
- Press the **submit** button at the bottom of the report for the report to be shared with the designated supervisor.

I WANT TO SUBMIT...

Select Form:

**How to choose the correct report:**  
 Select - **Employee Incident Report** - If the hazard/incident impacted you directly  
 Select - **Safe Schools Incident Report (SSIR)** - If the hazard/incident involves a student's behaviour for which suspension or expulsion must be considered.  
 Both - **Employee Incident Report & Safe Schools Incident Report (SSIR)** - If the hazard/incident involves both direct impact to you and Student's behaviour for which suspension or expulsion must be considered

Choose the report you are completing from

See the helper for tips on choosing the correct report

★ For incidents where both an Employee Incident Report AND a Safe Schools Incident Report are needed, there is now a combined report!

C

Fill in the details of the incident. There are helpers throughout for clarification. Mandatory fields are indicated with an asterisk.

\* Incident Outcome:

\* Nature of Injury

- Allergic / Adverse Reactions
- Amputation
- Animal Bite
- Burns
- Collapsed/Fainted/Loss of Consciousness
- Concussion Suspected/Diagnosed
- Dislocation
- Contusion (Bruises)

Select all that apply. Scroll down for more options.

\* Body Part

- Abdomen
- Ankle - Left
- Ankle - Right
- Arm - Forearm - Left
- Arm - Forearm - Right
- Back - Lower
- Back - Upper
- Chest

Select all that apply. Scroll down for more options.

Ensure to scroll down within the check box fields to view all options available. Select as many options as apply.

Once all fields are completed, press submit at the bottom of the report.

### Submitting the Form

A

You will be required to select your principal/supervisor from the drop-down menu. This will ensure that the report is sent to the appropriate person.

**Submit**

Please select your appropriate supervisor in the below box.

– **Next**

Choose the users responsible for the following steps.

**Supervisor Investigation Report B**

...

Access the drop down to select your principal/supervisor by selecting the magnifying glass.

B

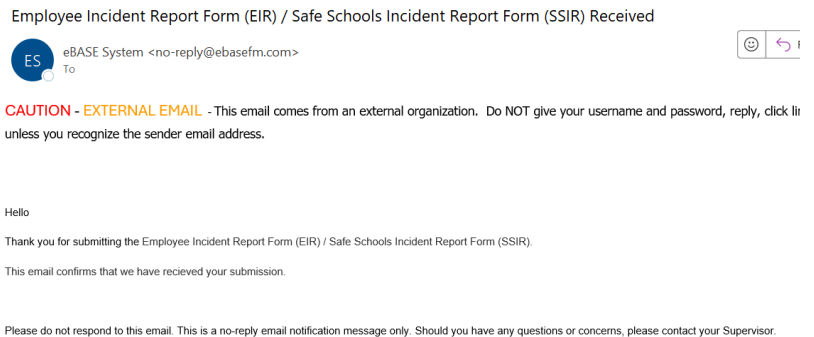
After assigning the appropriate principal/supervisor, you may select “Accept” and then “Yes” to submit:

**Choose User**

Users

C

You will receive an email from eBASE System confirming your report has been submitted:



Should you have any questions regarding incidents or hazards, please contact your supervisor.

For any questions relating to the eBase incident reporting system, please contact [healthandsafety@ugdsb.on.ca](mailto:healthandsafety@ugdsb.on.ca).

**Thank you for helping make UGDSB a healthy and safe working and learning environment for all!**