

Health & Safety Forms on the DSBN Portal

To locate all relevant forms for employees, log in to the internal DSBN website and choose “Health & Safety and Safe Schools Forms”

The screenshot shows the DSBN Staff Portal interface. The top navigation bar includes links for Home, Resources, Departments, Employment, Application Status, DSBN Website, and Logout. The user is logged in as Shannon Smith. The main content area is divided into three columns: My DSBN Profile, My Applications, and Recent Activity. A large blue arrow points to the 'Health and Safety and Safe School Forms' link in the 'My Applications' list, which is also highlighted with an orange rectangle. The 'Recent Activity' column shows updates for Mental Health and Well-Being, Financial Services, and Human Resources.

DSBN DISTRICT SCHOOL BOARD OF NIAGARA Staff Portal

Welcome, Shannon Smith

Home Resources Departments Employment Application Status DSBN Website Logout

My DSBN Profile

- DSBN Self Serve Support
- DSBN Logos
- Outlook Web Access
- NAV - Finance Employee Center
- DSBN Equity Audit
- HR / Payroll Portal
- EasyConnect (formerly Smartfind/SEMs)
- Phone Extensions
- Change Your Password
- DSBN Yammer

My Applications

- Progress Reports
- Special Education - IEP Online Support
- Catering Request Form
- Medianet
- OSBIE Incident Report Form
- Student Assessment Monitoring (SAM)
- Trillium
- Student Assessment (STA) (BAS)
- Web Elementary Achievement (TWEA)
- Career Cruising
- Policies and Procedures
- Trillium Web Attendance
- Desire2Learn
- Alternate Pathways Tool
- Safety Data Sheets - SDS
- Functional Screening for Kindergarten
- Health and Safety and Safe School Forms**
- Virtual Library Learning Community (DSBN.VLC)

Recent Activity

- Mental Health and Well-Being** (4 days updated)
Mental Health and Well-Being Leadership Team was updated
- Financial Services** (11 days updated)
Home was updated
- Human Resources** (1 month updated)
Human Resources Forms was updated
- Human Resources** (1 month updated)
Employee Benefits was updated
- Human Resources** (1 month updated)
Who to Contact was updated
- Human Resources** (1 month updated)
Staff Contacts was updated
- Employee Wellness** (1 month updated)
Employee and Family Assistance Program (EFAP) was updated
- Employee Wellness** (1 month updated)

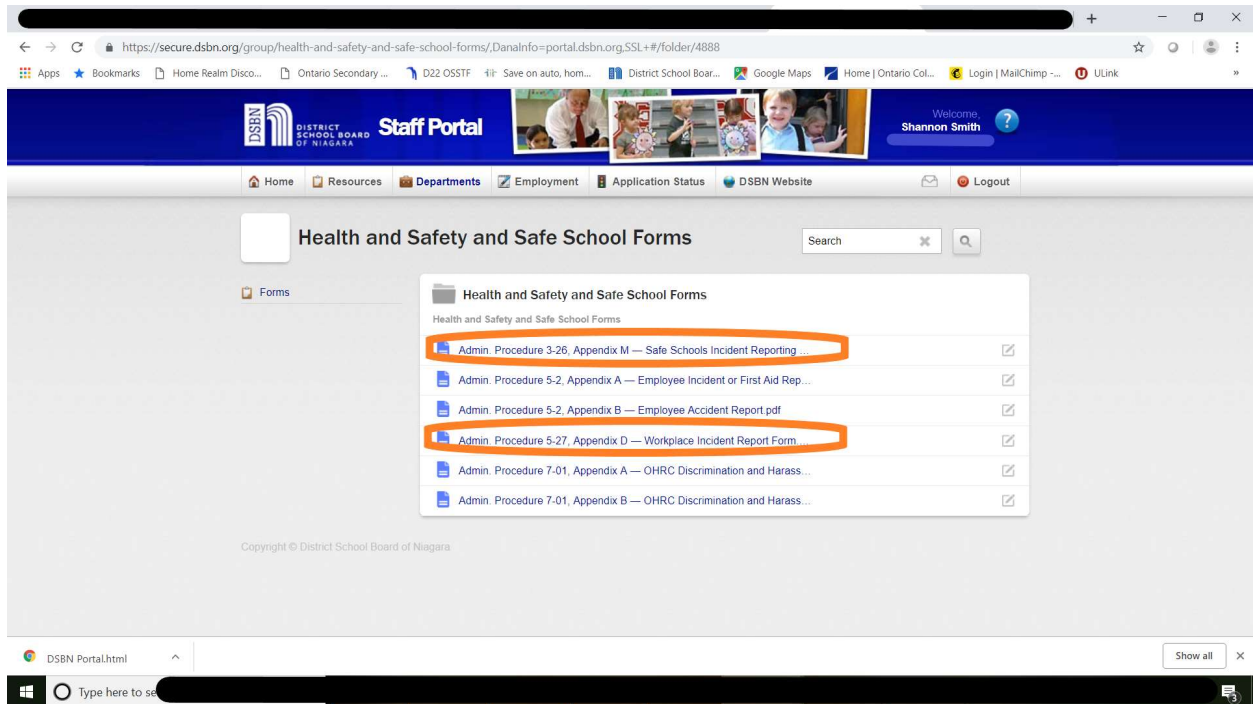
DSBN Portal.html

Type here to search

10:02 AM 2019-02-19

Violent Incident Reporting

Forms to complete when **any** violent incident occurs at school. **Both forms are to be filled out for each incident that occurs**, as they generate statistics for violence in the schools for different ministries (Ministry of Education & Ministry of Labour):



Appendix M – Safe Schools Incident Reporting

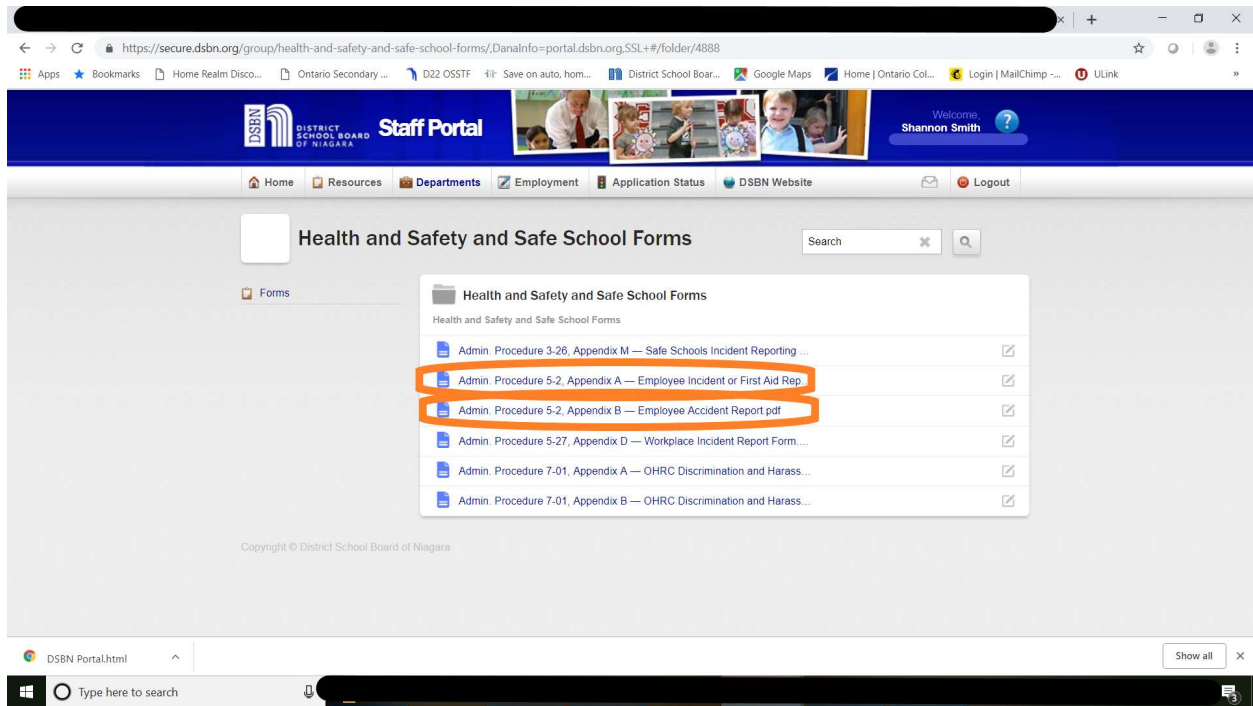
- To be completed by any employee or transportation provider after an incident
- Staff reporting only completes first 2 pages
- Form can be downloaded and completed using Word
- Must be completed and submitted in a *timely fashion*
- Submit to your administration
- A copy may be sent to Health & Safety Department by reporting worker without signature from administration
- You should receive a receipt (copy of page 4) once the investigation has been completed

Appendix D – Workplace Incident Form

- To be completed by any employee who experiences any sort of physical, verbal, or emotional threat, or harm in their workplace by any person (parent, student, co-worker, visitor, etc.)
- Identifies whether incident is a pattern of behaviour by the assailant, or persistent incidents for the worker
- Copy given to administration, and also a copy sent to Health & Safety Department at the Board Office **within 48 hours**

First Aid Reporting

Forms to fill out when **any** accident/injury occurs to a worker while performing their job. It may or may not be related to a violent incident. **Both forms are to be filled out for each incident that occurs** when a worker is potentially injured due to an accident/incident during the course of performing their job duties.



Appendix A – Employee Incident Form

- To be completed by any employee who has an incident/accident that does not require immediate medical attention beyond on-site first aid, and/or does not result in lost time from work immediately after the incident
- Must be completed and submitted to WSIB Specialist at the Human Resources Department **within 24 hours of the incident/accident**
- Ensure your administration is aware of the incident, but they are not required to complete any portion of this form

Appendix B – Employee Accident Report

- To be completed by any employee who suffers an injury/accident/illness while at work
- Must be completed and submitted to WSIB Specialist at the Human Resources Department **within 24 hours of the incident/accident or awareness of the illness**
- Must be reported to administration, and they must complete an investigation and report

Student Accident/Illness

According to Administrative Procedure 1-31:

- Do not ignore any injury/illness
- Provide any immediate and appropriate assistance
- Advise Administration/Supervisor of the incident