

 UGDSB Staff Login in to Outlook email using username and password. Once logged in to the email, go to the App Launcher to find SharePoint.



**3.** Once in SharePoint, click on Staff links, Incident/Accident Reporting button

		and SharePoint	← Health and Safety	P	۵
7	Staff links Home	Emergency $\!$	Departments 🗸 Schools 🗸 Commit	tees 🗸 Initiatives 🗸 Training 🗸	
T	H Staff I	inks			
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		Megamation (Work Orders)	Meetings at the board	Insurance Certificate Tracker	Individual Student Transportation Plan
	N			$\bigoplus$	
		Incident/Accident Reporting	IEP Engine	Home Page - FI Applicants	eServe Login

4. Click on the appropriate button: Health and Safety OR Equity Department



## 5. Health and Safety Staff Reports:

-Employee Incident Report, Safe School Incident Report, Physical Intervention Report (413-4) -Accident/Incident Witness Report, Non-Student Workplace Violent Incident Report (417-1)

Home Health and Safety Equity department	Communications Reporting Contact Us Help	
Welcome to the Staff Online Reporting Sy	stem. Here you will find access to the Health and	HELP
electronically. Supervisors, as well as staff, an eported workplace incidents.	e required to report and investigate all employee	Click here if you are UNSURE of what report to fill out.
Staff Reports	Staff Reports	Principal / Manager
EMPLOYEE INCIDENT REPORT (delino)	ACCIDENT / INCIDENT WITNESS REPORT (define)	SITE VIOLENCE ASSESSMENT REPOR
Click here to report an employee incident/accident including, student to staff violent incident.	Click here to report if you were a witness to an incident / accident (either student or non- student).	Click here to perform and submit a workplace clolence risk assessment.
SAFE SCHOOLS INCIDENT REPORT	NON-STUDENT WORKPLACE VIOLENT INCIDENT REPORT (417-1)	
Click here to complete and submit a safe schools incident report.	Click here to report a <b>non-student</b> (visitor, volunteer, etc.) to staff <b>violent</b> incident.	
PHYSICAL INTERVENTION REPORT (413- 4) (define)		
Click here to report when physical intervention was used to control student approaches behaviour		

## 6. Equity Department: Identity Based Harm Report

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Home	Health and Safety Equity department Communications F	leporting Contact Us Help
Welcom	e to the Equity and Inclusive Education.	
As an edu	cational community we have a responsibility to identify	and describe racism and oppression and then work to disma
The Upper ongoing m practices, manner.	Grand District School Board is committed to disrupting andatory anti-racism and anti-oppression training for al and be fully transparent and accountable to all Upper C	systemic racism and oppression in all of its forms. We will in staff, review our protocols and policies, including our hiring irand students, staff, families, and stakeholders in an ongoin
The Upper ongoing m practices, manner.	Grand District School Board is committed to disrupting andatory anti-acism and anti-popression training for al and be fully transparent and accountable to all Upper G Staff Reports	systemic racism and oppression in all of its forms. We will li i staff, review our protocols and policies, including our hiring rand students, staff, families, and stakeholders in an ongoin Principal / Manager
The Upper ongoing m practices, manner.	Grand District School Board is committed to disrupting andatory anti-acism and anti-oppression training for al and be fully transparent and accountable to all Upper G Staff Reports IDENTITY BASED HARM REPORT (dofine)	systemic racism and oppression in all of its forms. We will il staff, review our protocols and policies, including our hriting rand students, staff, families, and stakeholders in an ongoir Principal / Manager SCHOOL-POLICE CONTACT REPORT (define)