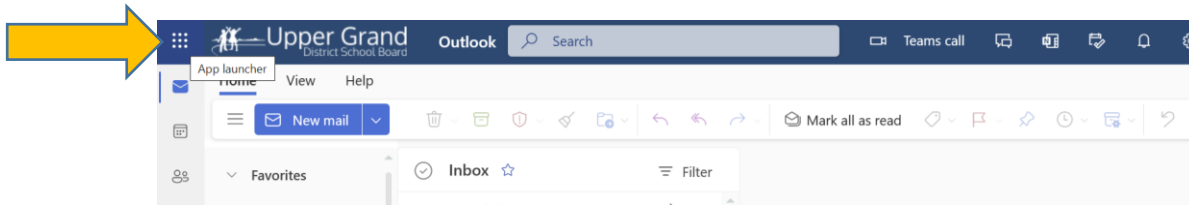
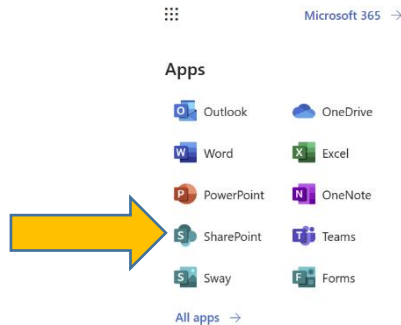


## How to Find: UGDSB Health and Safety Staff Reports & Equity Department: Identity Based Harm Report

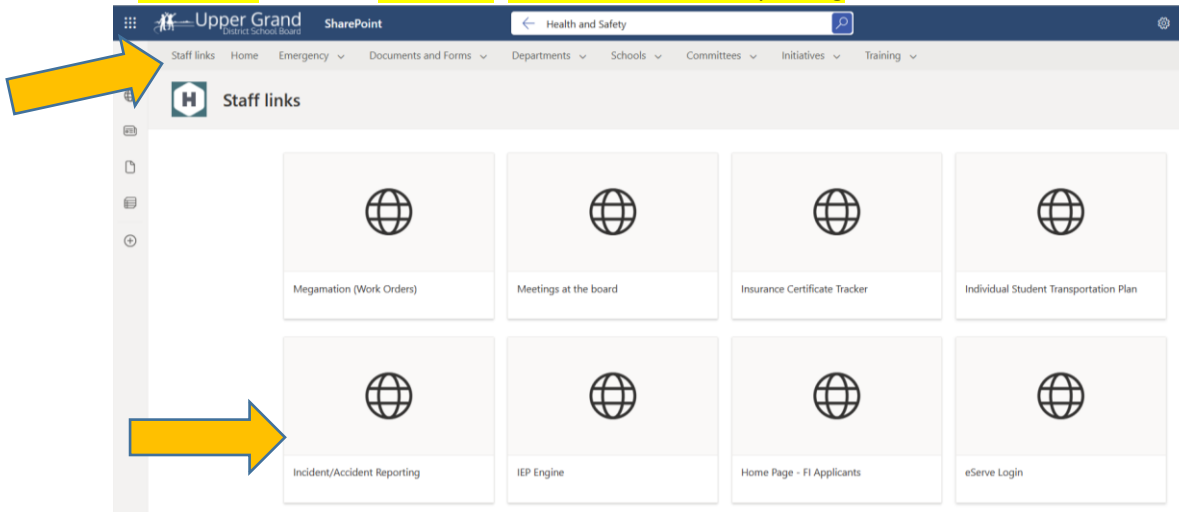
1. UGDSB Staff Login in to Outlook email using username and password.  
Once logged in to the email, go to the **App Launcher** to find **SharePoint**.



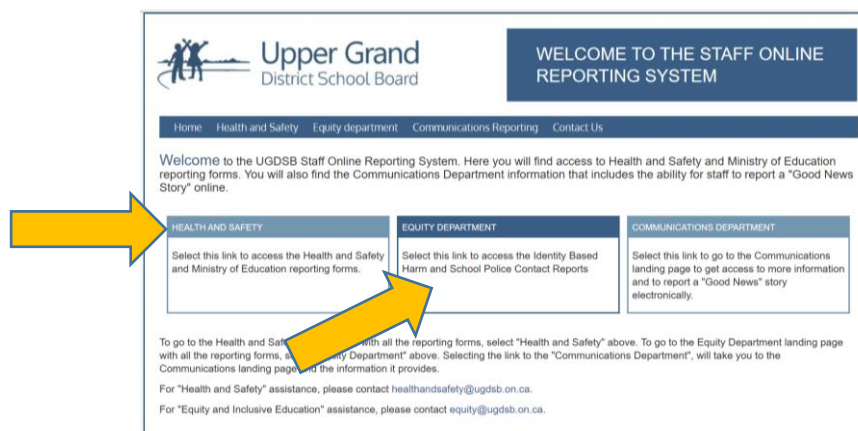
2. Click on **SharePoint**



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



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)

6. **Equity Department: Identity Based Harm Report**