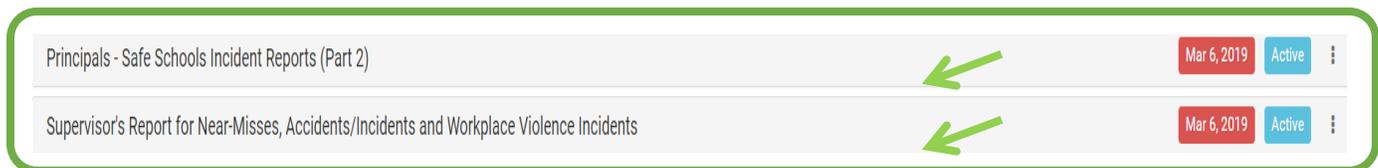# INCIDENT REPORT
SUPERVISOR FOLLOW-UP

eBASE

1. You will receive an email with the subject "RRDSB Incident Reporting Assignment" in your FirstClass when an employee has submitted an Incident Report and/or a Safe Schools Incident Report Part One. Follow the link in the email to view the report that requires action.

   Alternatively, log into eBase through the RRSDB Staff Portal, click the "*Form Logic*" icon on left-side, and view the "*My Status*" tab to see all reports assigned to you.

   Sign in using your RRDSB credentials (same as your Network login).

2. Once in the form, click the grey bar(s) to expand the stage(s) to complete "Principals – Safe Schools Incident Report - Part 2" and/or "Supervisor's Report for Near-Misses, Accidents/Incidents and Workplace Violence Incidents". You can view the Employee's submission by clicking the grey bar for "Employee Accident/Incident/Near-Miss Report" and/or "Safe Schools Incident Reporting Form – Part 1".

| Principals - Safe Schools Incident Reports (Part 2) | Mar 6, 2019 | Active |
| Supervisor's Report for Near-Misses, Accidents/Incidents and Workplace Violence Incidents | Mar 6, 2019 | Active |

3. Once all of the appropriate fields have been filled out, please select the "*Submit*" button. You will receive the submit confirmation. The electronic copy of the incident report will be saved in your eBase profile.

Save changes   Submit

Submit

✔ Yes   ✖ No

Thank you for completing the RRDSB Incident Report.
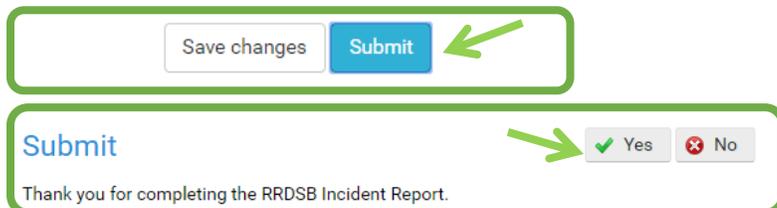
Please note: Some fields are mandatory and the form will not allow you to submit without entering information in these fields. Mandatory fields will be indicated in red.

To Print a Report: If you wish to print a hard copy of the full report, open the report in your web browser, right-click on the webpage and click "Print."

If you only wish to print the Safe Schools Incident Report Part 1 and/or Safe Schools Incident Report Part 2, click "*Actions*" and select the applicable form under System PDFs. Note that if a Principal takes action as a result of the Safe Schools Incident Report (SSIR) Part One report, then a copy of the SSIR is filed in the OSR of the student whose behaviour was inappropriate. Please refer to PPM 145 for further details.
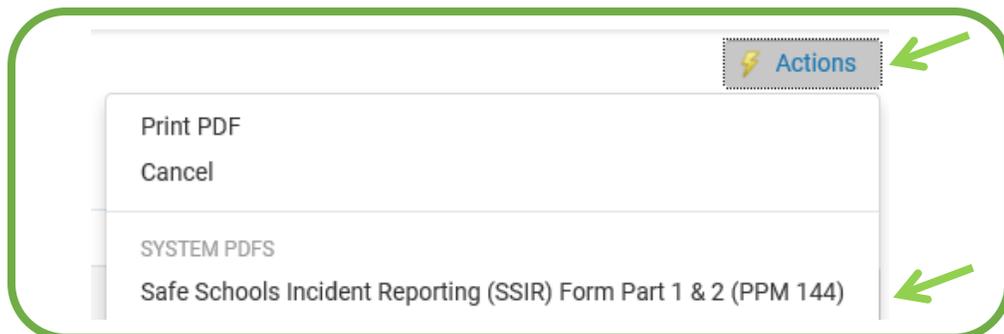
To Re-Assign a Report Stage: Within the title bar for the report, select the "3-Dot" icon, and select "Change Owner". This feature would be used if, for example, the employee assigned the incorrect supervisor who should follow up on the incident report.
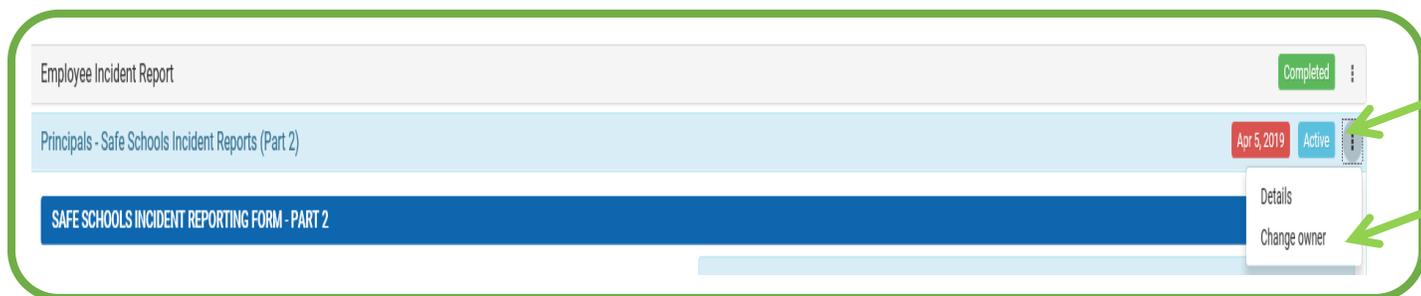
To Cancel a Report: If you wish to cancel the full report that has not been submitted yet, open the report in your web browser, click "Actions" at the top-right, and then click "Cancel". The employee would need to re-submit the incident report, if applicable.
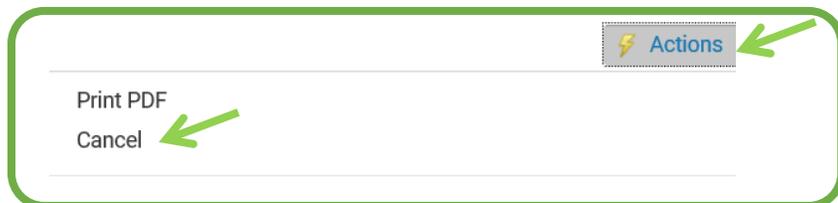
To Modify a Submitted Report: Please contact Alex Kozlowski, Employee Relations & Wellness Consultant, at 807-275-4981 to modify fields on a report that has already been submitted.

Can't Find a Previously Submitted Report?: On the My Status webpage, view the Filters on the left side, click the checkbox(es) for the Status options you wish to view (ie. Active, Completed) and click "Apply".

This document is available in alternative formats upon request.