

Was it an ACCIDENT?

Did you have an **accident** while at work?

Complete the [EMPLOYEE INCIDENT REPORT](#) if you had an accident (slip/trip/fall/cut/etc.) at work. You may or may not have required first aid or any other medical attention at the time, but it is in your best interest to report all accidents in case of complications later.

Did you **witness** another Member's accident?

Complete the [ACCIDENT/INCIDENT WITNESS REPORT](#) if you witnessed a Member's accident.

Was it a serious INCIDENT involving a STUDENT?

Did you have a **physical incident** or experience a **threat of a physical incident** with a student?

Complete the [EMPLOYEE INCIDENT REPORT](#) for incidents where a student uses physical force, attempts physical force, or makes a verbal, written or electronic statement that could be reasonably interpreted as a threat of physical force including aggressive action.

AND

Complete the [SAFE SCHOOLS INCIDENT REPORT](#)

Did you have a non-physical **incident** with a student?

Complete the [SAFE SCHOOLS INCIDENT REPORT](#) if the incident you reported on above might lead to a suspension or an expulsion.

Did you use **physical force** to control a student's aggressive behaviour?

Complete the [PHYSICAL INTERVENTION REPORT](#) if physical intervention was used to control a student's aggressive behaviour.

Did you **witness** another Member's incident with a student?

Complete the [ACCIDENT/INCIDENT WITNESS REPORT](#) if you witnessed a Member's serious incident with a student.

Was it an INCIDENT with a NON-STUDENT?

Did you have an **incident** with a non-student?

Complete the [WORKPLACE VIOLENT INCIDENT REPORT \(417-1\) Non-Student](#) for incidents where a non-student (visitor, volunteer, parent, etc.) uses physical force, attempts physical force, or makes a verbal, written or electronic statement that could be reasonably interpreted as a threat of physical force including aggressive action.

Did you **witness** another Member's Incident with a non-student?

Complete the [ACCIDENT/INCIDENT WITNESS REPORT](#) if you witnessed a Member's incident with a non-student.

A serious INCIDENT involving a STUDENT is an action for which the student could be suspended or expelled.

Serious INCIDENT involving a STUDENT that could lead to a Suspension

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- being under the influence of alcohol
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- bullying
- any other activity that is an activity for which a principal may suspend a pupil under a policy of the board

Serious INCIDENT involving a STUDENT that could lead to a Expulsion

- possessing a weapon, including a firearm
- using a weapon to cause or threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or in illegal drugs
- committing robbery
- giving alcohol to a minor
- bullying - if the student has previously been suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person
- any activity for which a student can be suspended (see section on suspension) that is motivated by bias, prejudice or hate ☐ any other activities identified in school board policy.