

Reporting

Reporting of incidents to the employer needs to be encouraged, consistent and simplified.

Use OHSA definition of a violent incident.

There is a lack of consistency and understanding of what is a violent incident. It is, therefore, important that the definition of a violent incident, as defined in the *Occupational Health and Safety Act*, is recognized as the only definition used consistently in our workplaces, at this time.

No reprisals for reporting.

Workers must not face reprisals for exercising their right and duty to report violent incidents or injuries. There cannot be any pressure or coercion towards workers not to report. That pressure exists now and it typically comes from administration. Under the *Occupational Health and Safety Act*, workers have a responsibility to report. There should be no flexibility for administration in deciding whether a report goes forward to the employer's health and safety representative, or any other body that is required by law. Also, failing to report an incident eliminates appropriate adjustments to learning and safety plans that can better facilitate student success.



of members report they've received verbal pressure from administration to NOT report workplace violence

Reporting forms are too onerous and a barrier to reporting.

The reporting process needs to be reduced and simplified. Those forms also need to be readily accessible to workers in their workplaces, either in paper or electronic format and consistent across the province. We recommend that reporting be an online, one-click accessible, and a fillable form that automatically goes to administration with a copy automatically going to the employer's health and safety representative and to the member completing the form.

Workers have little time during the work day to report or manage trauma.

Currently, many education workers are forced to complete reports after work hours. If any reporting is completed during the day, the onerous reporting system takes the worker from their job and leaves another worker or students without support. Debriefing, an important part of the process, often gets missed due to pressure to return immediately to students. The debriefing process is paramount to the mental health of the worker and to reassess the needs of the students.

