

# Health & Safety Reporting

Purpose is to help identify the required health & safety report that is to be completed as per the *Occupational Health & Safety Act* and the *Education Act*

## GF 390:

### ONLINE INCIDENT REPORT



**Purpose:** To report incidents involving workplace injuries and violence.

**When to complete:** After a workplace accident or incident involving a hazardous situation, worker injury, or workplace violence. Report must be submitted for any near miss, first aid, healthcare, or lost time incident.

**Form information:** Section 9 - Accident/Incident Investigation Procedure, Health & Safety Manual

**Access:**

- DP24 > Quick Links > Online Incident Reporting > Employee/Supervisor Incident (Formerly GF390)



As per:  
Occupational  
Health & Safety Act

## GF 395:

### EMPLOYEE HEALTH & SAFETY CONCERN



**Purpose:** Method to notify administrator of a workplace health & safety hazard.

**When to complete:** After a worker observes a health & safety hazard or hazardous situation which may endanger himself, herself or another worker.

**Form information:** Section 8 - Employee Health & Safety Concern Report, Health & Safety Manual

**Access:**

- DP24 > Quick Links > Employee Health & Safety Concern Report



As per:  
Education  
Act

## GF 025:

### SAFE SCHOOL INCIDENT



**Purpose:** Report serious student incident where suspension or expulsion may be considered.

**When to complete:** After becoming aware that a student may or has engaged in a serious incident that may lead to a suspension/expulsion.

**Form information:** GAP 530.00, Catholic Code of Conduct

**Access:**

- DP24 > Quick Links > Online Incident Reporting > Safe School Incident (GF025)



As per:  
Education  
Act