

NOTIFICATION OF POTENTIAL RISK OF INJURY

Identifying Information

Name: _____

Classroom: _____

Location: _____

School: _____

Location: _____

Insert Picture of Person

Brief Description of Behaviour That Presents A Risk

Safety Strategies and Triggers

Do

Do Not

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

Emergency and Intervention Strategies

Persons Consulted In Development of Notification:

School Staff

- School Administrator(s)
- Teacher(s)
- EA/ASD(s)
- Guidance Counsellor(s)
- Other

Board Office Staff

- Psychologist
- Special Education Consultant
- SERT
- Other

Notification of Potential Risk of Injury Record

Employees signature indicates that the employee has reviewed this form: (Principal/Designate has checked all that apply)

- the risk of injury with respect to the above person
- incident reporting procedures
- the nature of the behaviour that may present a risk of immediate assistance if injury
- procedures to ascertain necessary
- safety strategies and triggers of behaviour
- a safety plan is on file in the OSR
- emergency and intervention strategies

Date	Employee Name	Position	Employee Signature	Principal Signature

- Additional list of names attached

INFORMATION COLLECTION AUTHORIZATION:

The personal information contained on this form has been collected under the authority of the Occupational Health and Safety Act, the Municipal Freedom of Information and Protection of Privacy Act, and the Personal Health Information Privacy Act, and will be used to prevent and investigate incidents of workplace violence. This form will be used by the Supervisor of the department, Legal Counsel and the Ministry of Labour staff. The form will be handled with the strictest confidence, stored in a locked and secure file cabinet in the School Administrator's Office and retained for a three year period. Questions pertaining to the collection of this information should be directed to the Superintendent of Human Resources.

COPIES: 1. School Administrator 2. Superintendent of School

