

SUBMITTING AN EMPLOYEE INCIDENT/ACCIDENT REPORT

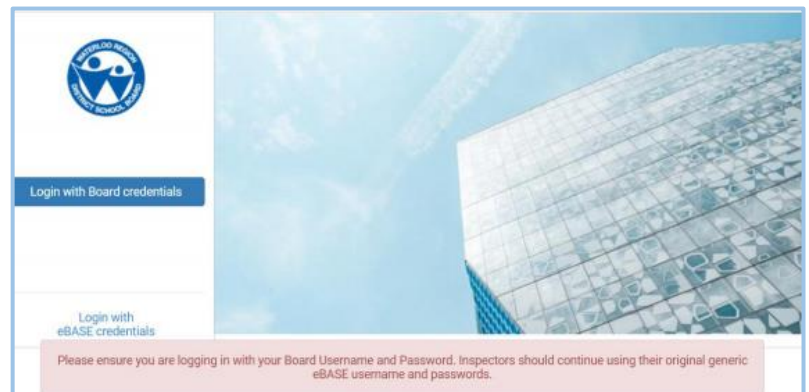


Enter wrdsb.ebasefm.com into a web browser to access eBASE

* Save wrdsb.ebasefm.com as a favourite on your web browser for easy access*

1

Login with **Board Credentials**



NOTE:

If you experience login problems using your PAL, contact the ITService Desk at x5666 or [Log a Ticket](#)

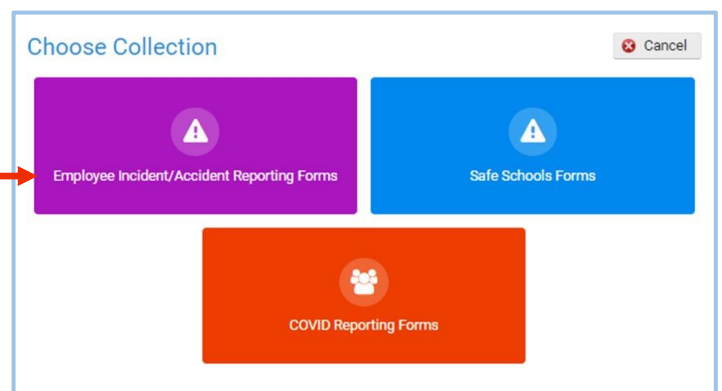
2

Select the **Form Logic** icon from the top left of the screen



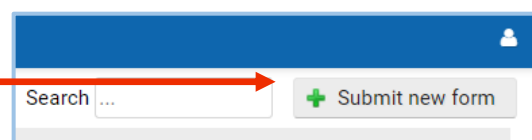
3

Select **Employee Incident/Accident Reporting Form** from the 'Choose Collection' screen



4

Select **Submit new form** from the top right of the eBASE screen



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5

Select **Employee Incident/Accident Report (HR-05-7770)** from the Workflow menu and the facility of your Administrator/Supervisor from the Facility menu

NOTE:

WHEN SELECTING 'FACILITY' select the SCHOOL/SITE of your ADMINISTRATOR/SUPERVISOR. This may or may not be the school/site you attended while symptomatic.
Principals', Itinerant Staff, and Before and After Care Staff - select the 'Education Centre' to access your Supervisor.
Custodians (Permanent or Supply) - select the 'Secondary School Location' of your Facility Supervisor.
Occasional/Supply Staff - select the 'school/site' you were present at while symptomatic.
Distance Learning Staff - select the 'school/site' you worked out of while symptomatic.

6

Follow the steps outlined as you work through answering the questions on the form. Some options will change as you make your selections so be sure to read the instructions for clarification.

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.

7

Once you have completed the form, click **Submit**. Assign the form to your Administrator/Supervisor to complete Stage 2 – Administrator/Supervisor Investigation and Response.

NOTE:

If you do not see your Administrator/Supervisor on the list, check the facility selection at Step 1 of the instructions.

8

Click **Yes** after selecting your Administrator/Supervisor to submit the form

An email notification will be sent to employee who completed the report form with instructions and next steps.
An email notification will be sent to the selected Administrator/Supervisor to advise them to complete Stage 2.