



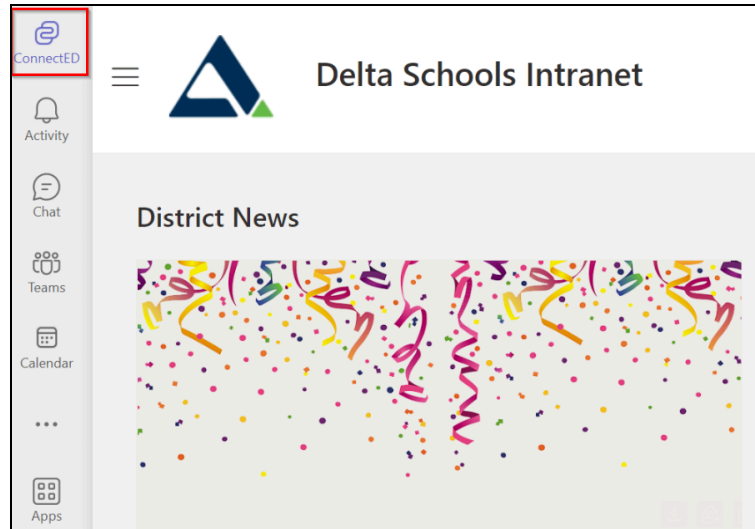
Delta School District
Inspired Learning



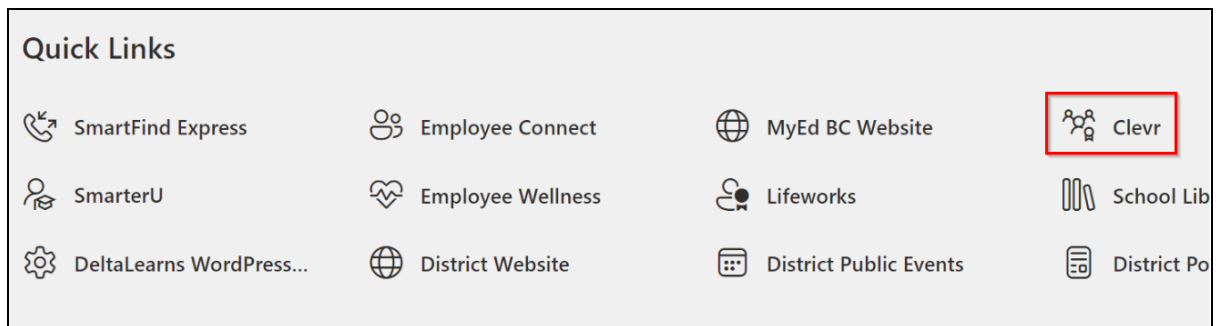
How to Access Employee Incident Report Form

Accessing Clevr

1. From Teams, click on ConnectED.

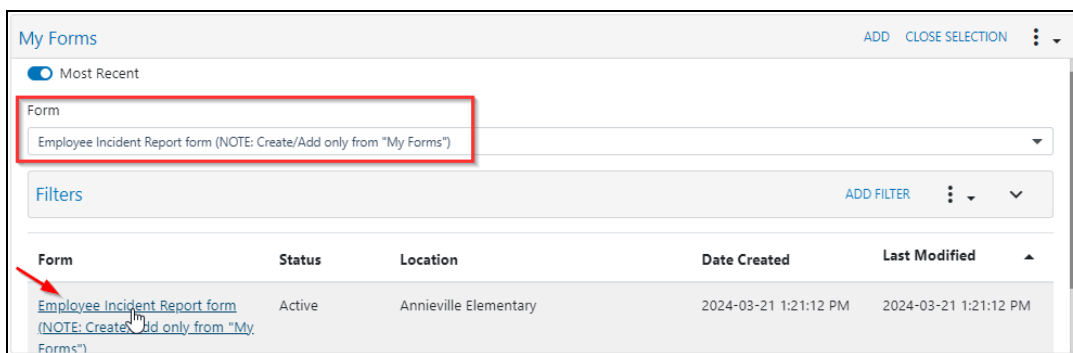


2. Once in ConnectED, scroll down and under Quick Links find the Clevr icon. Click on Clevr. This will take you to your Clevr Dashboard (<https://www.deltasd.bc.ca/clevr>).



Accessing Employee Incident Report Form

1. To start an Employee Incident Report for yourself, you will do this from your My Forms card. Select Employee Incident Report form in the Form dropdown. Click on the blue link below.



My Forms ADD CLOSE SELECTION ⋮

☒ Most Recent

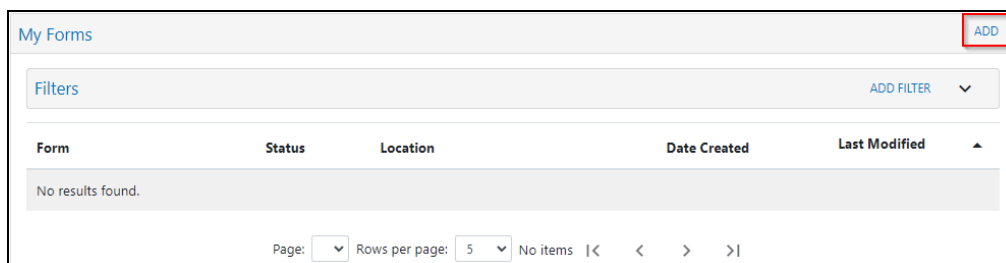
Form
Employee Incident Report form (NOTE: Create/Add only from "My Forms")

Filters ADD FILTER ⋮ ▼

Form	Status	Location	Date Created	Last Modified
Employee Incident Report form (NOTE: Create/Add only from "My Forms")	Active	Annieville Elementary	2024-03-21 1:21:12 PM	2024-03-21 1:21:12 PM

OR

2. If there is not a blue link to click on, to start a report for yourself, click on ADD.



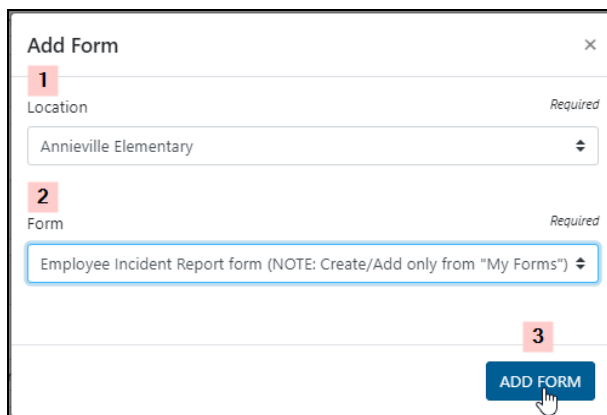
My Forms ADD

Filters ADD FILTER ▼

Form	Status	Location	Date Created	Last Modified
No results found.				

Page: ▼ Rows per page: 5 ▼ No items |< < > |>

In the Add Form window, you will be prompted to (1) select a location (where you work) and (2) the form you would like to start a record for. Once selected, click on ADD FORM (3).



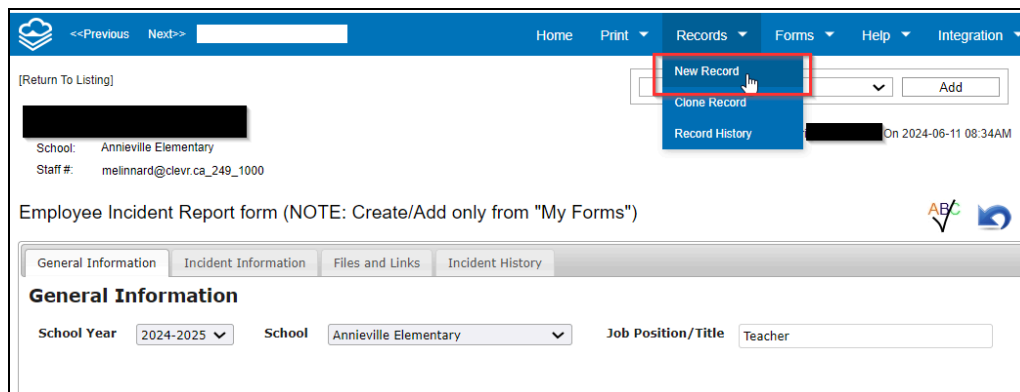
Add Form ×

1
Location Required
Annieville Elementary ⌵

2
Form Required
Employee Incident Report form (NOTE: Create/Add only from "My Forms") ⌵

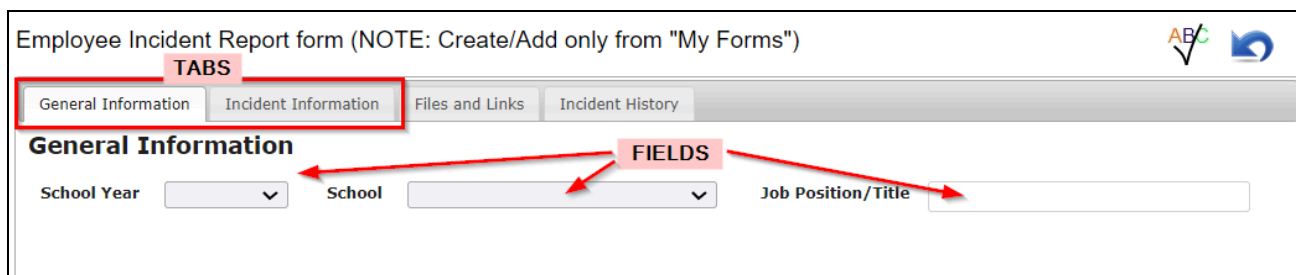
3
ADD FORM

- If you have previously filled out an **Employee Incident Report**, the link will open up your most recent record. To start a NEW blank record, go to Records > click on New Record.



The screenshot shows the Clevr interface with the 'Records' dropdown menu open. The 'New Record' option is highlighted with a red box. Below the menu, the 'General Information' tab is selected, showing fields for School Year (2024-2025), School (Annieville Elementary), and Job Position/Title (Teacher).

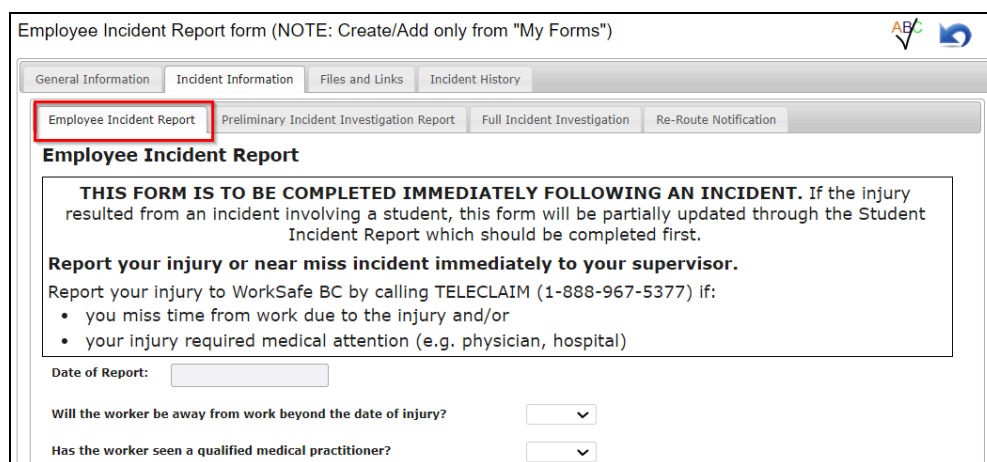
- If this is your first **Employee Incident Report form**, a new record of the form selected will open up and you will be ready to fill out the fields on the General Information and Incident Information tabs.



The screenshot shows the 'General Information' tab selected. The 'Incident Information' subtab is highlighted with a red box. Red arrows point from the 'FIELDS' label to the 'School Year', 'School', and 'Job Position/Title' fields.

Note: As you fill out the fields, the boxes will turn green. This indicates that Clevr has saved your work.

- On the Incident Information tab, only fill out the Employee Incident Report subtab:



The screenshot shows the 'Incident Information' tab selected. The 'Employee Incident Report' subtab is highlighted with a red box. The subtab contains instructions and a form for reporting an injury or near miss incident.

- When you have completed all the fields for these tabs, you are ready to submit your report to your supervisor **at the bottom of the Employee Incident Report subtab**. Sign your plan by checking the checkbox (1) and send your supervisor a notification by checking the checkbox (2) and pressing the button to “Submit Report”.

Employee Declaration and Signature

1 ☐ I declare that the information provided in the employees report of incident is true and correct.

Employee Name
Date

2 ☒ The above information is complete. I am ready to send it to my supervisor and to Health & Safety.


Date

Note: When you click on “Submit Report”, the date will be stamped and a pop-up will indicate that the notification has successfully been sent.

Employee Name
Date

☒ The above information is complete. I am ready to send it to my supervisor and to Health & Safety.

Date

Notification Submitted

 The notification has been sent.

OK

- When you return to your Dashboard at a later time, your record will now appear on your My Forms card. Click on the name of the form to open your record.
- You can view a list of all your Employee Incident Reports by going to the Incident History tab. If multiple reports have been filled out, you can click on the one you would like to view.

Employee Incident Report form (NOTE: Create/Add only from "My Forms")

General Information

Incident Information

Files and Links

Incident History

School	School Year	Job Position/Title	Where incident occurred	Date of Incident
Annieville Elementary	2024-2025	Teacher		