

clevr Employee Incident Report Guide



Step 1: Logging In

Use this link to log in to clevr: www.deltasd.bc.ca/clevr

If you wish to bookmark the link, please ensure you manually bookmark it before you login or you will have saved the incorrect link.

Your login details are your **district username and password**, the same credentials you would use to log into your other district applications.

Step 2: Select the Form

Click on the “form” dropdown and select the **Employee Incident Report** form.

Listings — Employee Incident Report form ADD CLOSE SELECTION ⋮

Category

All

Form

Employee Incident Report form

Step 3: Open Your Form

A blank form is auto-generated for all staff at Delta by default. Click on your name to open your form and begin filling it out.

Form

Employee Incident Report form

Search 1 APPLY CLEAR SAVE SEARCH ⌵

Name	Number	Grade Level	Person Status	Role	Record Status	Last Modified	Date Created
Your Name	999		Active	Clevr Admin	Active	2021-11-29	2021-11-29

Step 4: Fill In the Form

Follow the instructions within the form by using dropdown menus, text entry boxes, checkboxes, date pickers, etc.

School Year 2021-2022 ▼ 2020-2021 2021-2022 2022-2023	Where incident occurred (where on property, etc) Type answers here
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Date of Incident/Injury 2021-12-07 Dec ▼ 2021 ▼ <table border="1"> <thead> <tr> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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Identify Incident Type (check all that apply) ☐ Struck against or struck by object ☐ Slip, trip or fall ☐ Caught in, under or between
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Step 5: Other Instructions

- When a field has a green box around it like you see above, it is because the fields have been successfully saved. **There is no save button on the form, each field saves as you complete it.*

General Information

School Year

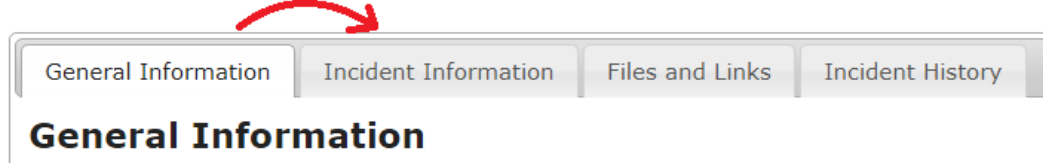
2021-2022 ▼

 School

Annieville Elementary ▼

- Once you have completed one tab, please navigate to the next one to continue the form.

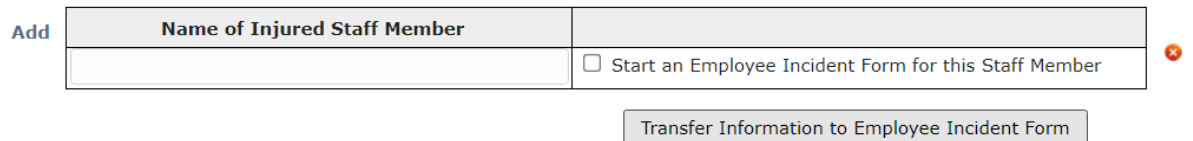
Employee Incident Report form



General Information Incident Information Files and Links Incident History

General Information

- The **Student Incident Form** has “form to form integration” functionality. If you are completing a Student Incident Form, you can transfer some related fields to the **Employee Incident Report** form by clicking the following button on the “Incident Details” tab: **this is not required, but it could save some time*



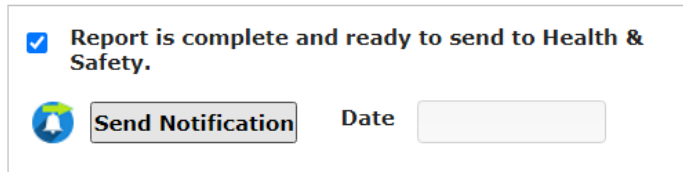
Add

Name of Injured Staff Member

☐ Start an Employee Incident Form for this Staff Member

Transfer Information to Employee Incident Form

- When your form is fully completed and you have reviewed it, send a notification to the required party by checking the checkbox, then click “send notification”. Once you click the “Send Notification” button your form will be locked and you will no longer be able to make changes to the form.
 - **the date field will timestamp the current date automatically.*



☒ Report is complete and ready to send to Health & Safety.

 Send Notification Date