	Comox Valley Schools **Prismatic Safety Management System – How to**	
Date Developed: **September 2023**	Revision Date:	Last Reviewed By:
Document Owner: SD71 Health and Safety Department	Review Cycle:	

Scope

The following document defines how to access the Comox Valley Schools (CVS) Safety System, and how all staff can report incidents through the software system. Following the steps below will ensure all information is entered accurately and the prompt investigation of all incidents.
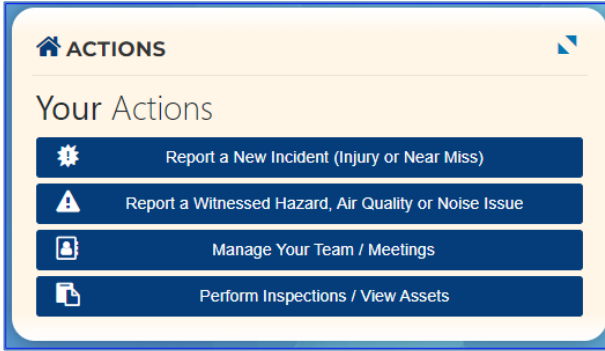
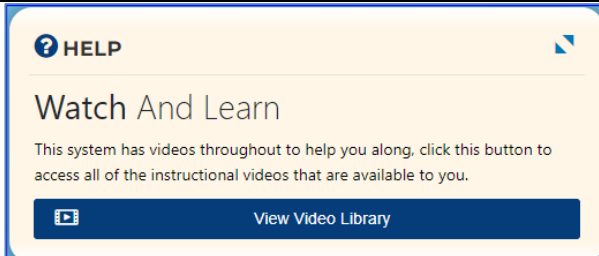## How to log in to Prismatic Safety Management System (Prismatic SMS)

Prismatic SMS can be accessed at https://safety.comoxvalleyschools.ca/ or by going to the Comox Valley School staff portal pages.

CVS Staff page: CVS Portal page:

Once the link is accessed, you will be automatically logged in to your dashboard using your Comox Valley School login (single sign-on).

Dashboard Overview

The **ACTIONS** panel (top left of the dashboard) gives you a selection of options:

- Report a New Incident (Injury or Near Miss)
- Report a Witnessed Hazard, Air Quality or Noise Issue
- Manage your Team / Meetings, and
- Perform Inspections / View Assets

These selections include near misses, injuries, environmental incidents, property damage, and violent interactions.
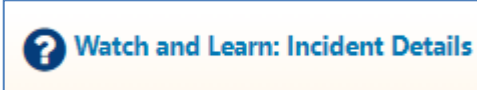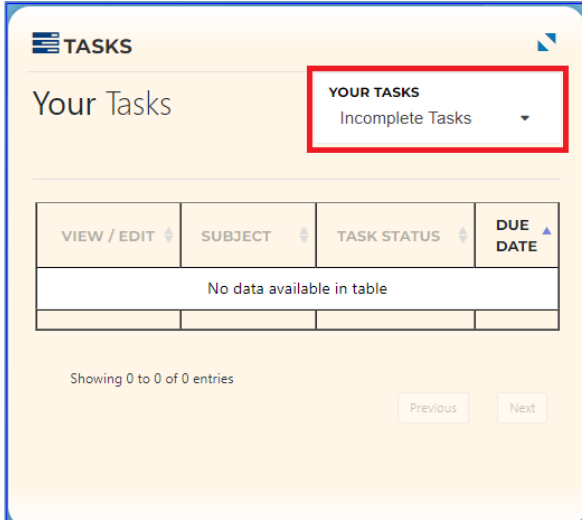
The **HELP** panel (top middle) provides a selection of instructional videos to watch.

The videos are also available when entering information (links are in the top, right corner). For example:

The **TASKS** panel (top right) shows you all tasks available to you.
You can select your **Incomplete Tasks**, **Complete Tasks**, or **All Tasks** by using the dropdown in the top right corner of this panel.
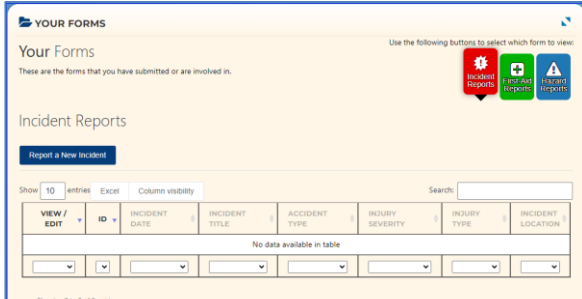

The **YOUR FORMS** panel (bottom) shows you all the forms that you have submitted or are involved in.
You can toggle between **Incident Reports**, **First-Aid Reports**, and **Hazard Reports** using the buttons at the top right.

Incidents can also be reported in this section using the **Report a New Incident** button. Clicking this button displays a popup where you select to start an **Incident** report, a **First-Aid** report, or a **Hazard** report.
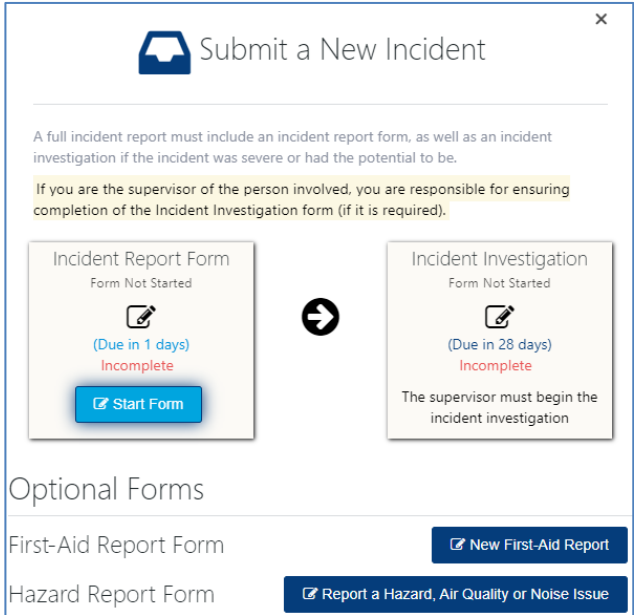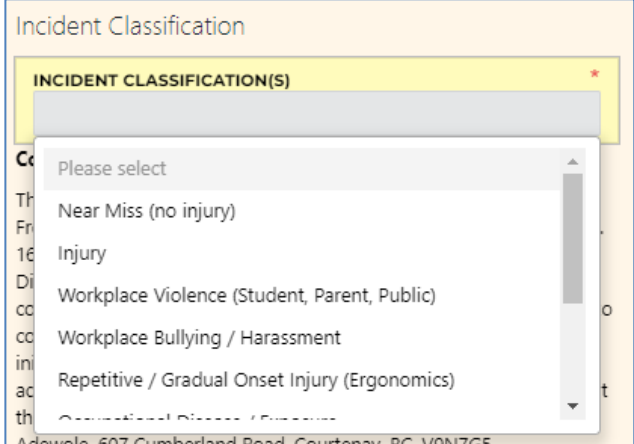

In the **YOUR FORMS** panel, you can also
1. Download your reports to Excel, and
2. Modify what columns are visible in the **Incident Reports** table.

Report a New Incident	Select the **Report a New Incident** button.
Submit a New Incident A full incident report must include an incident report form, as well as an incident investigation if the incident was severe or had the potential to be. If you are the supervisor of the person involved, you are responsible for ensuring completion of the Incident Investigation form (if it is required). Incident Report Form — Form Not Started — (Due in 1 days) — Incomplete — ✎ Start Form Incident Investigation — Form Not Started — (Due in 28 days) — Incomplete — The supervisor must begin the incident investigation Optional Forms First-Aid Report Form — ✎ New First-Aid Report Hazard Report Form — ✎ Report a Hazard, Air Quality or Noise Issue	From this popup, you can report your incident, create a first-aid report, or report a hazard, air quality, or noise issue. Select **Start Form** under **Incident Report Form**.
Incident Report Form (Incident 2020) WATCH and LEARN — INCIDENT REPORT FORM Incident Reported By — FULL NAME — PHONE — EMAIL — @sd71.bc.ca — ROLE IN THIS ORGANIZATION — Staff — REPORTING PERSON HOME LOCATION — Make Multiple Selections — Incident Classification — INCIDENT CLASSIFICATION(S) — Make Multiple Selections — Collection Notice	The **Incident Report** Form will automatically display your name, email, role, and home location. If home location is not auto filled, it must be entered as it is a required field. The How-to videos are available throughout the system.
Incident Classification **INCIDENT CLASSIFICATION(S)** * Please select Near Miss (no injury) Injury Workplace Violence (Student, Parent, Public) Workplace Bullying / Harassment Repetitive / Gradual Onset Injury (Ergonomics) Occupational Disease / Exposure	Under **INCIDENT CLASSIFICATION**, there is a dropdown where multiple classifications can be selected. Select **Next** to bring you to **Incident Details**.

Incident Details

> **Incident Title** – Short description of the incident
>
> **Accident/Incident Type** – Please select all that apply
>
> **Describe the Incident** – A longer, more thorough description of the incident

Potential for serious injury

> This is a **WorkSafeBC** definition and in most scenarios will not apply. Please talk to your supervisor if you believe it does. In most cases, select **No**.

Date and Time of Incident

> If multiple incidents have occurred, you may select **During Multiple Same Day Events** on one submission if they occur *within the same day*.

Location of Incident

> Select **Home Location** if at your school/facility. Some other selections (e.g. **Off School Premises**) will give you the ability to select the exact location using Google maps. Select **Location Type**, and then give an accurate **Description of Incident Location**.
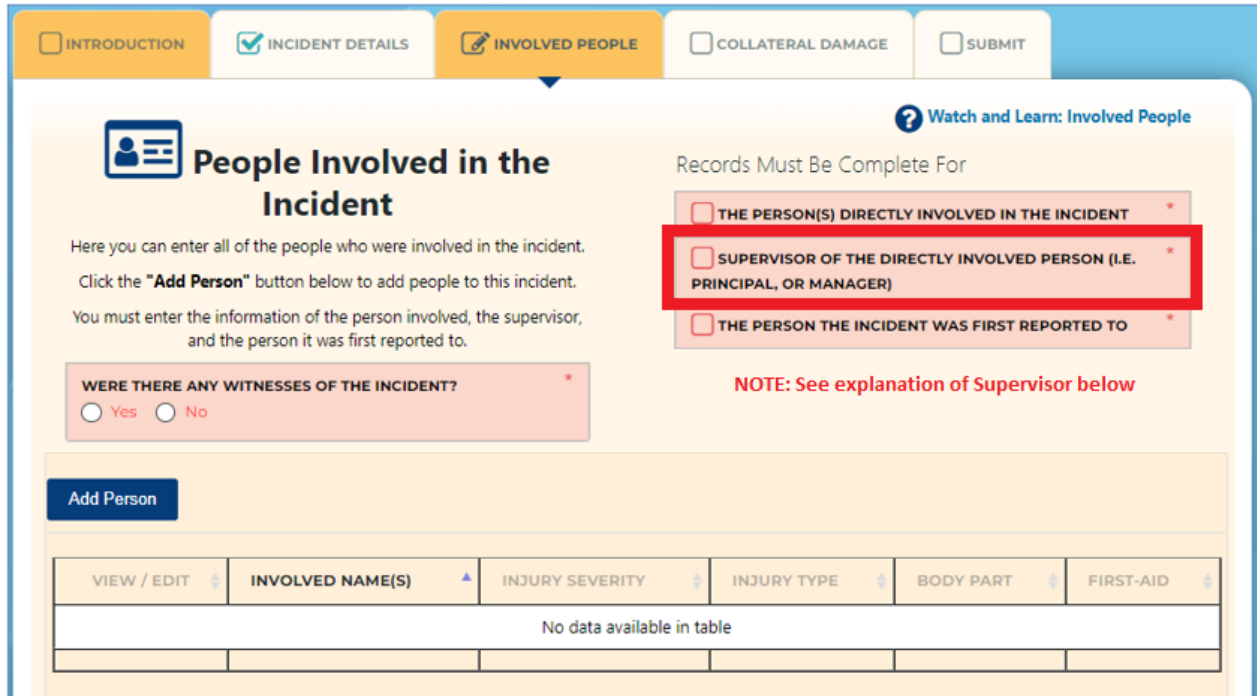
Emergency Services Notification

> Select appropriate emergency services if any were notified. Secondary fields will be displayed if any are selected.

Supporting Documentation

> Selecting **Yes** allows you to upload supporting images or documentation.

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People Involved in the Incident

You must enter the person involved, the supervisor, and the person it was first reported to. If there are witnesses to the incident, they must also be entered. Click **Add Person** to begin adding people.

	For schools, the Vice Principal must be selected as the **Supervisor of the Directly Involved Person**. The exception is for schools without a VP, in which case, the Principal should be selected as the **Supervisor of the Directly Involved Person**. For staff with managers, chose the manager as the **Supervisor of the Directly Involved Person**.

Select Person

Select a person from the drop down. Clicking **View Person Info** displays the information for that person, which allows you to ensure you have the correct person.

Involvement

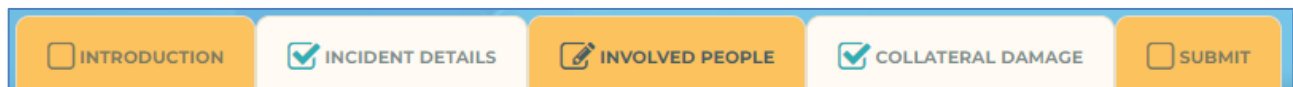Select how the person was involved in the incident.

Collateral Damage

Fill out **Collateral Damage** if the incident involved environmental or property damage.
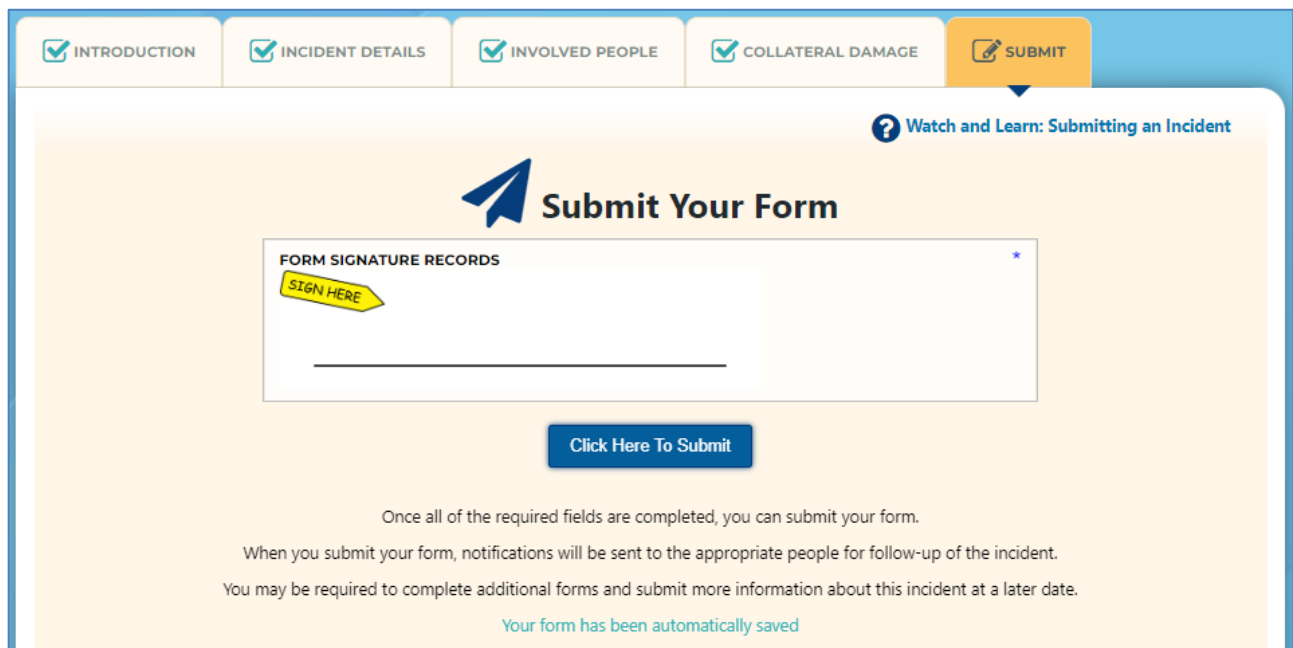

Completion of Form

Yellow top tabs are an indication that information is missing from that tab. Please return to each yellow tab and complete filling out.

Once all information has been entered – there are no yellow tabs – click on the **Submit** tab to submit the form. Here you will sign the form and click **Click Here to Submit**.

What happens next?

Upon submission of your incident, your direct supervisor will be notified of the incident by email. Please continue to report the incident in person prior to filling out the incident online, if possible.

If you are unable to enter an incident due to injury, your direct supervisor will enter the incident for you.

All reported incidents **must** be investigated, including near misses.

If the incident involves medical treatment, modified work, or lost time, an incident investigation must be completed within 48 hours for the claims process.

If you have any additional questions or concerns, please reach out to your supervisor for assistance.