

### **Reporting Workplace Injury or Illness - A4002**

- Forms to be filled out can be found online by logging on to staff website, clicking on Board and then Departments.
- This form is used to report workplace injury or illness, and is governed by two pieces of legislation,
- The Workplace Safety and Insurance Act and the Occupational Health and Safety Act.
- <https://www.scdsb.on.ca> This form is filled out when:

First aid has been required, on site Treatment has been required, off site, there has been lost time or there has been a critical injury.

HS 03-01, HS 03-02 and HS 03-03 provide more information.

### **Aggressive Incident Reporting - A4071**

- Forms can be filled out online by logging on to staff website, clicking Board, Departments, Corporate Risk, Health and Safety and Aggressive Incident Reporting Link.
- An aggressive incident is any physical, verbal or non-verbal incident or injury which results in an employee feeling threatened for his/her safety and security
- Aggressive incidents can involve students, co-workers, parents or visitors.
- Aggressive incident forms are to be completed when an Employee believes they have been the victim of an aggressive act, directed at them or not at them, but has the potential to put them at risk.
- Form is completed online and sent to Administration, they must have a meeting in 3 days with employee to review incident. If this is not done in 3 days, e-mail Administration and Cc [healthandsafety@simcoedeces.com](mailto:healthandsafety@simcoedeces.com) and [president@simcoedeces.com](mailto:president@simcoedeces.com).
- At this meeting, change must occur to mitigate the chance of the event occurring again.
- After the meeting the form is completed and sent to the Board office where I have access to them
- I may attend any of the discussion meetings, if you do not feel comfortable meeting with Administration.

### **Violent Incident Forms - A7100**

- Forms can be found online by logging on to Staff website, Board, Memos APM's and Policies, APM's, then click  
  
on the 4000 and in search bar type Violent Incident Reporting and click on link A7635, violent incident reporting form (not safe schools form).
- This form is to be completed when a weapon is used, or the incident was motivated by race, religion, or sexual orientation.
- Form is downloaded, printed off and once completed is submitted to Administration.
- Police must be contacted once submitted and a reference number will be documented.
- There is no mandatory meeting, but members are encouraged to follow up to see what police have said.

### **Safe Schools Form - A7635**

- Safe schools forms can be found online by logging on to the Board website, clicking  
  
On Board, Departments, click on Memos, APM's, Policies, click on APM's, click on  
  
4000, search Safe Schools then download form A7635 Part 1 and complete it.
- This form is filled out when suspension must be considered based on incident.

#### **Examples are:**

Uttering a threat to inflict serious bodily harm on another person.

Possessing alcohol or illegal drugs.

Being under the influence of alcohol.

Swearing at anyone in a position of authority.

Committing an act of vandalism that causes extensive damage to school property  
at the student's school or to property located on the premises of the student's school.

Bullying.

- This names a few, you must review the Boards SSIR Form to find what else may qualify.
- This form is tracked by the Ministry and reviewed annually.
- These forms are completed to document and track student to student aggression

and violence.

- Once completed these forms go into OSR's and remain with student.
- This Form has two parts and part two will be given to person who fills out report as an acknowledgment of receipt.

### **Health and Safety Notes**

- Remember that all concerns need to be reported first to your Administration, to follow Board Policies and Procedures, they are the ones held accountable.
- FYI
  - no fines will be given out to any FDK classrooms for materials that have been documented during a Health and Safety inspection, it is up to School Administrators to determine what may stay or go not custodial staff.
  - However, programming needs to happen, but we need to be aware of why risks are being identified. There are limitations due to fire codes.
- Some health and safety concerns are with cleaning/disinfecting, slip, trip and fall hazards and bringing in furniture from home, so let's think about materials, and the environment, and ask why we need that item.

Talk to Health and Safety Inspectors, let them know how you are using the materials for programming and that they are not permanent.

- If you are experiencing any issue about this push, please speak to or email Tracy Briscoe concerns.
- [healthandsafety@simcoedeces.com](mailto:healthandsafety@simcoedeces.com)
- Texting works great, 416-994-1274 (text RECE and provide your name)