

Flow Chart for ALL Accident/Incidents at Work

** Teachers should always keep a copy of all forms being filled out, for their own records **

You are **required by law** (Occupational Health & Safety Act) to report **ALL** “accidents/incidents, including **Violent Incidents**” which are defined as: a threat of physical harm, an attempt at physical harm, or an act causing physical harm, on the Board **Employee Accident/Incident Online Reporting Form**

- Form is available on the BWW
- Completed **regardless** of mitigating circumstances

If you are injured and have seen a doctor / sought medical attention:

You must notify your Principal and Human Resources immediately:

- You have to complete a WSIB “**Form 6**”. The Form comes from Human Resources
- If it is a violent incident and you require medical attention, Police must be notified as per Board/Police Protocol (Section 6)
- If you require medical attention from a student violence incident, you must complete a Safe School Incident Report

If modifications are required to your assignment when returning to work:

You have to submit an “**FAF**” (Functional Abilities Timely Return to Work Form) which is completed by your doctor

- Form is provided to you by your Principal /HR

You **MAY** need to initiate a **Work Concern or Work Refusal**:

- Work Concern Form **P540-01** is completed in conjunction with and by your ETFO-YR Health & Safety Officer after an investigation

You **must** inform your Principal of **all** work concerns. Contact the ETFO-YR Office or Health and Safety Officer if you are going to exercise your Right to refuse unsafe work.

If this is a Violent Incident by a Student:

You may also be **required** to complete an online **Safe School Incident Reporting Form – Part 1**

- Available online, on the BWW (Self Serve, E-Forms)
- Teachers have a duty to report all serious incidents for which suspension or expulsion must be considered (see list on Form)
- This form is completed for students with an IEP, Safety Plan, or Individual Action Plan when the incident exceeds student’s baseline behaviour as outlined in their Plan, **OR**... if an individual requires medical attention, **OR** ... if a student victim has been “harmed” so that the victim’s parents can be notified.
- All incidents where medical attention is required from student violence requires that a form is completed.

“Safety Plan” or “Individual Action Plan”:

- Safety Plan or Individual Action Plan is to be developed promptly for students who pose a threat to the safety of staff
- **Safety Plans** are developed for students that have been “identified”, and/or have an IEP. SERT is responsible for completing the Safety Plan. Principal must ensure that it is in place. Describes triggers, intervention strategies, support, response team, Personal Protective Equipment, etc.
- **Individual Action Plan (IAP)** is developed for non-identified students and third parties (i.e. Adults). Principal is responsible for creating the Individual Action Plan
- **Safety Plans and IAP’s** are “working documents” which require updating with newly acquired information
- Principal is responsible for sharing Safety Plans and IAP’s with all staff who work directly with the student. Truncated versions will be shared with all other staff. Staff are to sign off on NOTIFICATION OF RISK OF INJURY FORMS