

Agenda and Program for Workplace Stewards to Use at School/Worksite

- 1.0 Message from the President
- 2.0 Remind staff to update contact information
- 3.0 Aggregation of Preparation / Supervision Time
- 4.0 In-School Staffing Committee highlight
- 5.0 Sick Leave – Information and Accessing Medical Certificate
- 6.0 Health and Safety Reporting of Incidents
- 7.0 Wellness Supports on Telus Health (EAP access – tvdsb.lifeworks.com)
- 8.0 Share School Mental Health Ontario: Wayfinder (QR Code)

Tasks to Complete at your School/Worksite:

- ☐ Hold a meeting and review the content of the program
- ☐ Update ETFO Portfolio Poster
- ☐ Have staff ensure no Preparation / Supervision Time is aggregated

2025-2026 Prep Time Compliance Report



- ☐ Sick Leave – Ensure colleagues know about ILLNESS 1 on TVARRIS
- ☐ Post updated Health and Safety Reporting form chart on ETFO bulletin board
- ☐ Health and Safety: Find your worker representative
 - a. Are there two members (one manager, one worker)?
 - b. Have they been certified (or about to receive training)?
 - c. Has September JHSC Quarterly Inspection and Meeting been completed?
 - i. Was there adequate release time or coverage provided?
- ☐ Post Wayfinder poster on ETFO bulletin board
- ☐ Post EAP Brochure (Telus Health – Lifeworks) on ETFO bulletin board