

Health and Safety

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Safe Schools Incident Reporting

- **When to Report**

- Violence, threats, harassment, bullying, or inappropriate behaviour from or between students
- Any incident that risks the safety of staff or students

- **How to Report**

1. Use the Safe Schools Incident Reporting Form (SSIR), submit the electronic form through eBase which will direct the form to your administrator.
2. Complete the form as soon as possible after the incident
3. Your administrator must respond within 72 hours and indicate if any action has been taken.

- **Reminder:** You can access any SSIR form that you have completed through eBase

Employee Incident Reporting – Violence and Health & Safety Concern Reporting

- **When to report**
 - Workplace injury, near miss, or exposure to violence
 - Any physical or psychological injury related to work
 - Any other health and safety concern that has gone unresolved at your site, (mould, air quality concerns, heat or cold stress, pests etc.)
- **How to report**
 1. Access the Employee Incident Reporting and Investigation Form (EIRIF) through eBase and submit to your administrator
 2. Complete details: what happened, location, witnesses, and injuries
 3. Submit electronically within 24 hours of the incident
 4. Your administrator must respond within 24 hours, and the response will include a link to the administrator investigation that must include corrective measures to prevent recurrence
- **Important:** Submitting forms ensures compliance with the WSIB and Board procedures.

Key Reminders for ETFO TVTL Members

- Always report in writing – verbal reports are not enough
- In many cases involving students, both the SSIR and EIRIF are required to be completed
- Contact your ETFO Thames Valley Local if:
 - You are unsure which form to use
 - You experience retaliation or pressure not to report
 - You need support in completing the correct forms
- Please share the updated Health and Safety Reporting poster with your staff and post on the ETFO bulletin board at your school