



WHAT SHOULD I DO IF I AM INJURED AT WORK?

1. Report the injury to your Principal.
2. Seek first aid or medical attention **if needed**.
3. Your administrator is required to fill out an SAIR (Supervisor Accident Investigation Report) if you are injured during the incident. ASK for a copy.
4. If you seek medical attention – make sure you tell the doctor that the injury happened at work and the doctor needs to complete a **Form 8**.
5. Follow the advice of the medical practitioner. If you need to be off work due to the injury advise the Principal and call the District Office for advice.
6. Keep copies of all medical notes and forms that are completed and handed in to the DDSB or WSIB.

WHAT SHOULD I DO IF I AM A VICTIM OF A VIOLENT INCIDENT AT SCHOOL?

If you are injured during a violent incident, follow all of the information above but also the following steps:

1. Request that the Principal fill out a DDSB violent incident report and ASK for a copy. You have a right to this copy. If the Principal refuses to fill out the report, then call the District 13 office at (905) 668-7100.
2. As dictated in Bill 157 you have a duty to report any violent incident using the *Safe Schools Incident Report* to the Principal. The Principal is required under the act to acknowledge, in writing, receipt of the report which identifies if action was taken. If no action was taken contact the District 13 office immediately at (905) 668-7100.
3. Ask administration if the police are going to be called. Whether or not administration is going to call the police you can always call the police yourself.
4. You are urged to call District 13 OSSTF at (905) 668-7100. It is imperative that the District has a record of such incidents, and what is being done in response to these incidents. We will assist you in any way we can.

WHAT SHOULD I DO IF A STUDENT THREATENS ME?

1. File a *Safe Schools Incident Report* (Bill 157) with the Principal. The Principal will be required to acknowledge, in writing, receipt of the report which identifies if action was taken. If no action was taken contact the District 13 office immediately at (905) 668-7100.
2. Ask the Principal if they are going to activate the DDSB Threat Assessment Procedure. If the response is no, call the District 13 office immediately at (905) 668-7100.
3. If in your opinion the threat is serious, ask the Administration if the police are going to be called. You can always call the police yourself.