**Accident/Injury Procedure:**

When an employee reports an injury, they must do the following:

1. Report the injury to your Administrator or immediate supervisor
2. Seek medical attention if necessary
3. Fill out an Employee Incident form online within 24 hours.
   * **Go to Employee Portal, click on Employee Incident Reporting and fill out with as much detail as possible**
4. If they seek medical treatment the physician should fill out a Form 8 and give a copy to the injured employee
5. The employer must fill out a Form 7 and send it into WSIB within 3 days of receiving the Accident/Incident report
6. WSIB will send the employee a Form 6 to be filled out as accurately and as detailed as possible or go to the WSIB website and fill it out online.
   * Go to WSIB, click on workers, click on eForm6
7. Employee will need to provide an Abilities form to Disability Management
   * Go to Employee Portal, click on Electronic forms, download ‘Abilities form -OSSTF only’

When an employee reports a Student to Teacher aggressive or violent incident, they must fill out the following:

1. Report the incident. If an injury occurred as a result, seek medical attention and follow the above procedure

* **If no injury, still fill out the online Employee Incident form**

1. Fill out the Safe Schools Incident reporting form Part 1
   * Go to Employee Portal, click on Electronic forms, download ‘Safe Schools Incident Report Form’
   * Give Part 1 to the Principal, they are to review the form and return Part 2 to the employee that filled out Part 1, within a reasonable timeframe.
   * Email Rebecca Calvert-Hamilton at [rebeccacalverthamilton@osstf11.com](mailto:rebeccacalverthamilton@osstf11.com) to let her know there has been a violence incident
2. If the Police are involved or the student is suspended, and/or expelled, employees should fill out the Violent incident form as well and submit to their Principal.

Student to Student Aggression – report to administration and follow their direction

If you have any questions or concerns, please contact **Rebecca Calvert-Hamilton** at [rebeccacalverthamilton@osstf11.com](mailto:rebeccacalverthamilton@osstf11.comn) or call the District office (519) 659 - 6588