Taking Charge of Health and Safety in the workplace is the right and responsibility of all workers in Ontario. For teachers, issues of Health and Safety can range from a loose or damaged electrical outlet to suspect indoor air quality, and from threats of violence to actual acts of aggression or assault.

When faced with a concern, what is a teacher to do?  **Contact Amy Chevis or Robyn Ewert at the office (705) 725 0316 or via email sceotpres@hotmail.com or healthandsafety@sceot.org**

**THE AGGRESSIVE INCIDENT FORM**

An aggressive incident is any physical, verbal or non-verbal incident or injury that results in an employee feeling threatened for his/her safety and security. Aggressive incidents could involve a student, parent, co-worker or visitor. All incidents can and should be reported using the aggressive incident reporting form.

Under the Occupational Health and Safety Act, employers are responsible to take every precaution reasonable in the circumstances for the protection of the worker and shall advise workers of the existence of any potential or actual danger to the health and safety of the worker of which the employer is aware.

Every worker has the responsibility to report to his/her supervisor any health and safety issue that endangers his/her safety and security.

For more information regarding this please refer to Memorandum A-4071 ([click here](file:///C:\Users\Owner\Downloads\A4071_Aggressive-Incident-Reporting.pdf)) and/or email [healthandsafety@sceot.org](mailto:healthandsafety@sceot.org).

The aggressive incident form is available [here](file:///C:\Users\Owner\Downloads\Aggressive-Incident-Reporting-Form.pdf)

**The safe schools reporting form**The ministry of education’s **Safe Schools incident Reporting form** (SSIR form) is a simple template that identifies 13 serious student incidents, including bullying, uttering a threat to inflict serious bodily harm, and using a weapon. Most of these are also workplace violence incidents. Under the *Education Act,* the principal must consider suspension or expulsion for these incidents.

When a serious student incident also includes workplace violence, then both the workplace violence report and the SSIR form must be completed. The principal’s response to each report is different. Under *OHSA,* the principal responds by investigating and dealing with the incident so that the educator can be safe. Under the *Education Act,* a principal responds by focusing on the student, with actions based on progressive discipline that may include suspension or expulsion. If you submit a SSIR form, your principal must provide you with a written acknowledgement of receipt. This is an important record and should be stored carefully.

When there has been a serious violent incident resulting in suspension or expulsion, the SSIR form and its documentation are placed in the aggressor’s Ontario Student Record. These provide vital information about whether a student poses a risk of workplace violence.

([Young, V: Putting the Acts into Action, The Voice, Winter 2011](http://etfohealthandsafety.ca/wp-content/uploads/2013/08/Put-the-acts-into-action_voice-winter2011.pdf).)

Safe Schools Reporting Form [click here](http://bill157.apandrose.com/static/resources/en_CA/Safe%20Schools%20Incident%20Reporting%20Form%20Part%20I%20-%20Eng.pdf)

Caring and Safe Schools in Ontario [click here](http://www.edu.gov.on.ca/eng/general/elemsec/speced/caring_safe_school.pdf)

**KEYS AND SAFETY PLANS**

Remember to advise myself and Amy ([sceotpres@hotmail.com](mailto:sceotpres@hotmail.com)) should you not have keys to a classroom or be asked to sign any safety plans not related to students you are directly responsible for during your assignment as described and accepted in SCARRI.

**Staff Meetings**

Please be advised, you may be invited to attend all Staff meetings in the 2014-2015 school year! You should be attending the Health and Safety portion of the meeting, which should take place at the beginning and is pertinent for all members to participate in.

**Allegations: Reminder**

If allegations or an investigation are a topic of concern with you… please state “I am willing to co-operate BUT I am unable to comment until I have contacted Federation and Legal Counsel.”

**Do not say or write anything**, even if the Principal states that it is part of Board Policy.