

S P R I N G 2 0 1 5

the Health & Safety Bulletin

Simcoe County Elementary Occasional Teachers
www.sceot.org



*Take this newsletter with you to every assignment
and review it often - it will help you work safe
AND smart*

Hello Spring!

Welcome to your last Health and Safety newsletter of the 2014/2015 school year. I wanted to give you some information for the end of the school year.

If there are topics that you would like to see covered in a newsletter, please email me at healthandsafety@sceot.org.

Thank you for a great year!
~ Robyn

Injured at work?

Employees have a duty to report any injury sustained at work in a timely manner.

If you are injured in the workplace and experience any of the following situations, then it should be reported:

- Situations where there was an incident, but no personal injury
- There was an injury where first aid was or was not performed
- An injury occurred and medical attention was sought at a hospital, clinic or family physician

Please ensure that you immediately report the incident to your **Principal/Vice Principal/Manager/Supervisor**. Please do not report it to a coworker or the office secretary. You will then be required to complete the online report. This is available on the staff website under Board>Report of Workplace Injury Illness. If you have questions about filling out this documentation please contact healthandsafety@sceot.org.



QUESTIONS?

Contact:

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SCEOT Health and Safety

Rep

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Work is never so urgent or important that it cannot be done in a safe and sustainable manner
- Scott Randall (Nova Chemicals)

Partners and Prevention had a panel of speakers from a sampling of Canada's safest employers. The key thing each of them had in common was that all of the employers instilled a culture of safety in their workplaces.

In order for this to work, everyone involved has to participate in making the workplace a safe and secure one.

Individually you are not perfect, but as a team, you can come pretty close

- Scott Randall, Nova Chemicals

Fire, Lock Down and Tornado Drills

When you go into a new building, please make sure to familiarize yourself with any and all emergency procedures. This includes fire drills, lock downs, hold and secures, tornado drills and other building specific evacuation plans. This information is available in the Occasional Teacher binder or folder, which should be left in the classroom you are covering.

Safety Plans

A Safety Plan is written and implemented by the school for a student who demonstrates that he/she is a safety risk by the school principal.

Memorandum A1435, Management Process for Student Behaviours Causing a Risk of Injury outlines the procedures for safety plans. There must be a plan in place for students whose behavior poses a risk of injury to themselves and/or others.

Key Fobs

Key Fobs will be rolled out for occasional staff potentially in the early part of the 2015-2016 school year. More details will follow at that point. For now, please ensure that you have access to one FOB for any portable that you teach in and a set of classroom keys.

If you have questions please contact healthandsafety@sceot.org



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.

For all of your Health and Safety questions please refer to <http://www.sceot.org/health-safety>.

There is information on forms, keys, reporting injuries, lockdown procedures, workplace violence and harassment and an archive of all previous bulletins and notices from throughout the year.

Another great resource is <http://etfohealthandsafety.ca>.



Emergency Folders

- By now you have seen the Red Emergency Folders in all classrooms. If you are taking a class outside for DPA or Phys. Ed please take this with you in case of Emergency, Fire Drill or Lockdown.
- They are red, vinyl, plastic hanging folders that will contain the following:
- Fire Emergency Procedures
- Lockdown/Hold and Secure/Shelter in Place- procedures and locations
- First Aid/Medical Response -procedures for obtaining assistance, reporting and location of first aid kits
- Severe Weather Emergencies
- School Maps/Floor Plans include lockdown areas and emergency exits
- Office/Classroom phone lists
- Class List (not to be placed at the front of the folder)
- Information for staff to assist visitors
- (Principals can include additional information as appropriate to assist staff members)



Have a terrific and safe summer!