



2018 Bluewater Occasional Teachers' Annual General Meeting

Report by Ronni McLelland
Health and Safety Officer

Information

- All newly hired members should receive training prior to starting work.
- The board will be changing the signage of exits from the red EXIT to a green person walking.
- If you have a health & safety concern, please report it to the Administrator.
- Report any slips, trips, or falls, even if it is a minor incident. It should be documented.
- Wear appropriate footwear.
- A binder (Students with Safety Plans) is kept in the office at each school. It is the OT's responsibility to check this binder. There may be a note in the OT folder as well. If you are unsure, please ask.

Forms - There are a variety of forms available to staff, but sometimes it is difficult to locate them. Below is a list forms related to health and safety and where to find them.

After you log in to Office 365, click Sharepoint, BWDSB Internal Home Site, Forms, Templates and Reference Documents. Here you will find:

- **Worker Health and Safety Concern Form** (AF 3813.dot),
- **Workplace Incident Report** (AF 7520.dot),
- **Workplace Safety & Insurance Board (WSIB) Injury/Disease & Investigation – Principal/Manager/Supervisor Report** (AF7850.dot) This form should be completed by the employee with the supervisor. (The Worker WSIB form is on the WSIB website – Form 6).

The **Worker Concern Flowchart** (AP3804-D) specifies the steps to follow if you have a concern. This form should be posted in the staff room at all schools. You can find this flowchart by clicking Sharepoint, BW Internal Home Site, Policies & Procedures. Under Property, Equipment & Supplies (3000), Policy Title: Healthy Schools & Workplaces. It is Policy # BP3801-D, Procedure Title: Joint H&S Committees. You will find the Administrative Procedure here, and the flowchart is on page 5 (AP3804-D).

To fill out a **Safe Schools Incident Report** you must go through BEAM. Click the Staff Lounge icon, Safe School Incident Reporting icon, and then the Safe Schools Reporter icon.

Stay safe!!

Submitted by
Ronni McLelland
Health & Safety Officer
Bluewater Occasional Teachers' Local

www.bluewater-ot.org
#BluewaterOT

