Toronto District School Board

Occupational Health and Safety
17 Fairmeadow Avenue, Room 203
Toronto, ON M2P 1W6

Telephone: 416-397-3210
Fax: 416-397-3215

TO: All JHSC Members

FROM: Debby Morgado, Workplace Accident Investigation Officer

DATE: November 6, 2012

RE: SAIRs and SWVIIRs – Clarification of CURRENT PROCESS as at November, 2012

Supervisor's Accident Investigation Report (SAIR)

- Required only when an employee's injury results in lost time from work
- Used for injuries that do not involve violence
- Completed on-line by Supervisors
- Reports are closed off by Workplace Accident Investigations Officer. A pdf copy is then emailed to the respective Principal. The appropriate Union/Federation Representative is copied on the email
- All paper copies received in the H&S Office are closed off manually and placed in the appropriate regional mailbox

PLEASE NOTE: Only SAIRs for injuries incurring lost time are closed off and forwarded to Principals/Supervisors and copied to Union/Federation Representatives.

Supervisor's Workplace Violent Incident Investigation Report (SWVIIR)

- Required each time a violent incident occurs (regardless of whether lost time results)
- Completed online by Principals/Supervisors
- Automatically forwarded to Union/Federation Representatives via email
- In order for a Principal/Supervisor to investigate a workplace violent incident, the worker must provide him/her with a copy of the Employee's Report of a Workplace Violent Incident