

Occupational Health & Safety Reporting Forms

 Health and Safety forms can be found by using the QR code, finding the link by scrolling below the Director's image on the TDSB Web (Staff page), or clicking the Health and Safety Quick Link on the TDSB Web & selecting Forms. It is important to remember that your incident may not be fully reported by completing one form. Often, multiple forms apply. Before submitting a form, **always keep a copy & send a copy** to your [Executive Officer](#) & [Health and Safety Inspector](#)

Employee's Report of Accident/Injury (ERA) * Paper Only

 Complete and submit the Employee's Report of Accident/Injury (ERA) form **within 48 business hours** of **accident/injury/exposure** to the Disability Claim Administration Office (DCAO): Fax to 416-393-8533 or Scan and email to DCMsubmissions@tdsb.on.ca. Any questions regarding this form should be directed to the Disability Claims Administration at 416-397-3325. **Failure to submit promptly may impact WSIB coverage** for any loss time that occurs post-injury, whether mental or physical, occurs immediately, or years after the incident. If you have had an accident or injury at work, it is very important to ask for some time to see a doctor, collect yourself, and/or complete the appropriate forms. This request should not be denied, and you will be paid for the rest of the day. Copies of these forms are sent to your Executive Officer each week and a summary report is presented monthly at the Joint Health and Safety Committee (JHSC). Although this form starts the WSIB process at the TDSB, it is advisable that one also reports the injury/disease to the WSIB. It is essential to see a doctor and ask them to complete a **WSIB Form 8**. The longer the time between the incident and your doctor visit can jeopardise your claim. Your Principal will complete a **WSIB Form 7**. If you complete an ERAI, you might also want to complete an ERWVI, a SSIR, a WEIF, and/or a C/NMIF.

WSIB Worker's Exposure Incident Form 3958A (WEIF) *Online/Mail/Fax/Phone.

 Complete this form, **in addition to the ERAI**, if you have experienced an unplanned **no lost time** or **no illness** workplace **exposure** to a leak, spill, explosion, release, or unexpected contact with an infectious, chemical, or other substance. The purpose of this form is **to obtain information** about the exposure incident **should an illness or disease occur in the future**.

Employee's Report of a Workplace Violent Incident (ERWVI) *Online Only

 This form is completed by a worker if **an act of violence** has occurred **against the worker**. For no lost time incidents, the Supervisor shall **acknowledge and review the incident with the worker within 5 days**. For incidents resulting in lost time, the worker shall receive a **Supervisor's Workplace Violent Incident Investigation (SWVIIR)** within 5 days unless extenuating circumstances exist. If you have not received your Supervisor's formal investigation, please contact your [Health and Safety Inspector](#). Any questions regarding this form should be directed to Occupational Health & Safety at 416-397-3210. Data from these form submissions are reported to and reviewed by the Joint Health and Safety Committee (JHSC) and by the Ministry of Labour, Training, and Skills Development (MLTSD). Your inspector will also receive a copy of your report and your Principal's response. If you complete an ERWVI, you might also want to complete an ERAI, a SSIR, and/or a C/NMIF.

Safe Schools Incident Report (SSIR) * Online Only

 This form should be completed if you become aware of **an act of student-on-student violence** or activities that have a **negative impact on school climate**. This form comes with **mandatory suspension or expulsion procedures** that the Ministry of Education sets. Once submitted, your Principal/Vice-Principal is prompted to complete the [Caring and Safe Schools Incident Reporting Form \(Part II\)](#). Any questions regarding this form should be directed to the Caring & Safe Schools-Centrally Assigned Principal assigned to your Learning Centre. Data from these forms is collected by Caring & Safe schools and reported to the Ministry of Education.s. If you complete a SSIR, you might also want to complete an ERAI, an ERWVI, and/or a C/NMIF.

Health and Safety Concern, Near Miss/Incident Form (C/NMIF) *Online or Paper

 This form should be completed if you have an **unresolved Health and Safety Concern** or if a **near miss incident has occurred**. Your principal must respond in writing within **5 working days**. **If you submit online**, your inspector will be automatically **emailed a copy** of your principal's response and **be alerted if your principal does not respond in 5 days**.

Workers are encouraged to use the **Internal Responsibility System (IRS)** to resolve all health and safety-related matters at the school/site level. This can be achieved by principals/supervisors and employees working together to discuss and resolve health and safety concerns. The OH&S Concern/Near Miss incident form is available for use should health and safety matters go unaddressed, unresolved, or if employees are more comfortable utilising a form to make their concerns known. If you complete a C/NMIF, you might also want to complete an ERAI, an ERWVI, a WEIF, and/or a SSIR.