

## [Occupational Health & Safety \(OH&S\) Reporting Forms 2025](#)



Forms can be found on the TDSB Web Staff page by clicking on “**Health & Safety**” in the Quick Links, under “**Well-Being & Support**”, or through “**Forms**” or “**Reporting**” & then “**OH&S Forms**”.

Your incident may not be fully reported by completing one form. Often, **multiple forms apply**.

Always **keep a copy** & **send a copy** to your [Executive Officer \(EO\)](#) & [Health and Safety Inspector](#).



### [Employee's Report of Accident/Injury \(ERAI\)](#) \*Paper or [Online](#).

Complete **within 48 business hours** of accident/injury/illness/exposure & submit to the **Health, Wellness, & Abilities Office (HWAO)**: Fax 416-393-8533 or Scan & email to [workplaceinjury@tdsb.on.ca](mailto:workplaceinjury@tdsb.on.ca).

**Failure to submit promptly may impact WSIB coverage.**



After an incident, you can **ask for time** to collect yourself, receive first aid, complete forms, and/or **leave to see a doctor**. The longer the time between the incident & your doctor's visit can jeopardise any future WSIB claim. Although this form starts the WSIB process at the TDSB, we advise that a worker also reports their injury/disease directly to the WSIB.



### [Worker's Report of Injury/Disease - Form 6](#)

In addition to the ERAI, we suggest that you report your accident/injury directly to the WSIB by completing their form 6.



### [Health professional's report - Form 8](#)

When you see a doctor after an incident, ask them to complete the WSIB form 8.



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

Complete this form if you have experienced a **no lost time** or **no illness** workplace **exposure** to a leak, spill, explosion, emission, infectious substance or biological agent.

This form **records an exposure** with WSIB **should an illness or disease occur in the future**.



### [Employee's Report of a Workplace Violent Incident \(ERWVI\)](#) \*Online Only

This form is completed if **an act, attempt, or threat of violence** has occurred **against the worker**.

For no lost time incidents, the Supervisor shall **acknowledge & 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.

Your inspector will also receive a copy of your report, your Principal's response, & forward it to your EO.



### [Safe Schools Incident Report \(SSIR\)](#) \* Online Only

Complete if you become aware of **an act of student-on-student violence** or **any activities** that have a **negative impact on school climate**. Once submitted, your Principal/Vice-Principal is prompted to complete the **Safe Schools Incident Reporting Form (Part II)**.



### [Health & 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**.