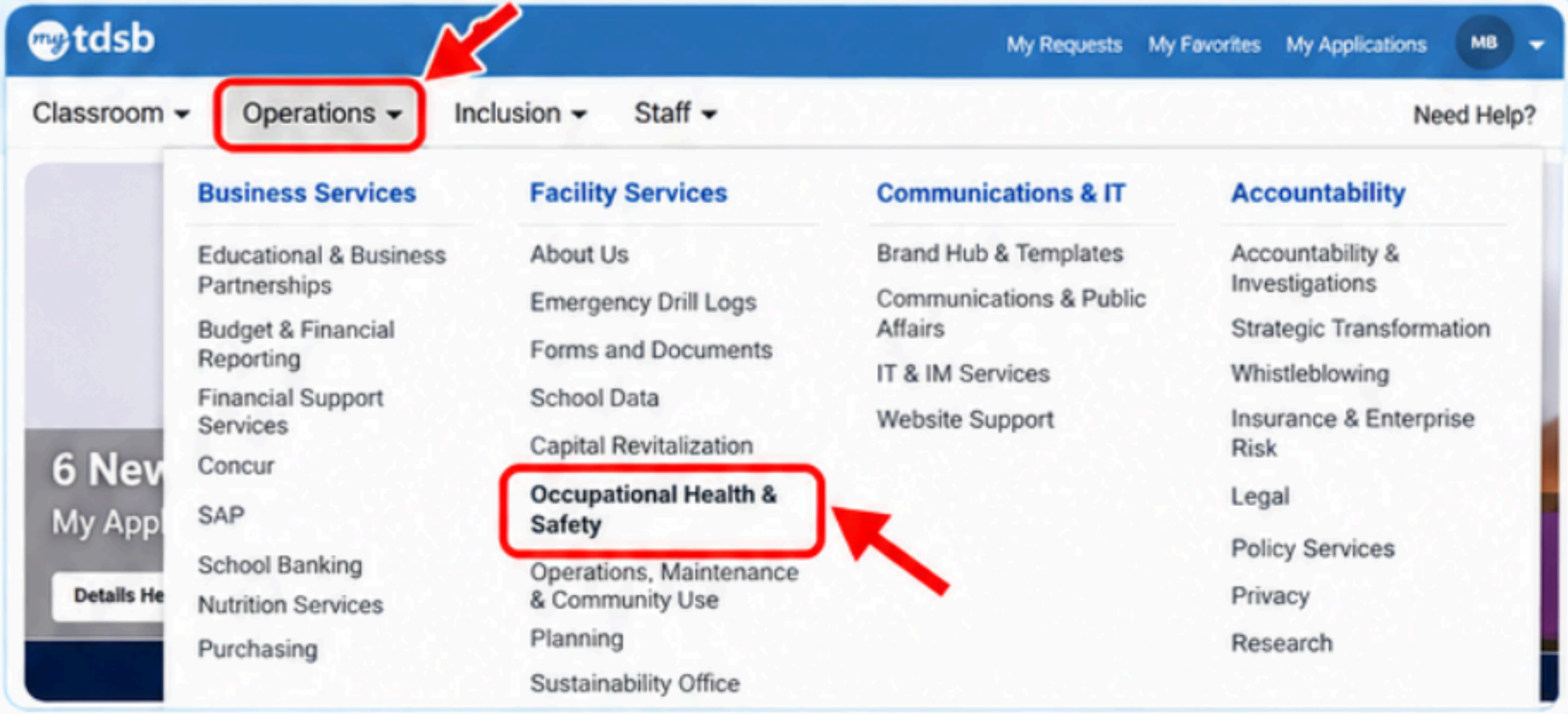


Health & Safety Reporting

A guide to reporting Health & Safety issues within the TDSB

If you are involved in a violent incident, or witness a serious student incident, you are [legally required](#) to report it.

First, log into the TDSB Staff site at mytdsb.on.ca. From there, use the Operations dropdown menu to navigate to Occupational Health & Safety, and then click on “Guide to Occupational Health and Safety Reporting Forms”.	
If you have an accident/are injured at work:	Click on Employee’s Report of Accident/Injury (ERA) paper format or online format If the accident/injury results in lost time or requires medical care: Fill out a WSIB Form 6 - https://www.wsib.ca/en/forms
If you experience workplace violence:	Click on Employee’s Report of a Workplace Violent Incident (ERWVI). Next, select “New Incident” and then “Employee Report of a Workplace Violence Incident”. Please note: if the violent incident involves a student, you will also be required to fill out a Caring and Safe Schools form.
If you witness student-on-student violence:	Click on Employee’s Report of a Workplace Violent Incident (ERWVI). Next, select “New Incident” and then “Caring and Safe Schools Incident Report”.
To report a health & safety concern or a near-miss:	Click on Health and Safety Concern, Near Miss / Incident Form and click on the top link in the document it opens.

The [Guide to Occupational Health and Safety Reporting Forms](#) shows you the necessary steps your supervisor needs to take as a result of receiving these forms.