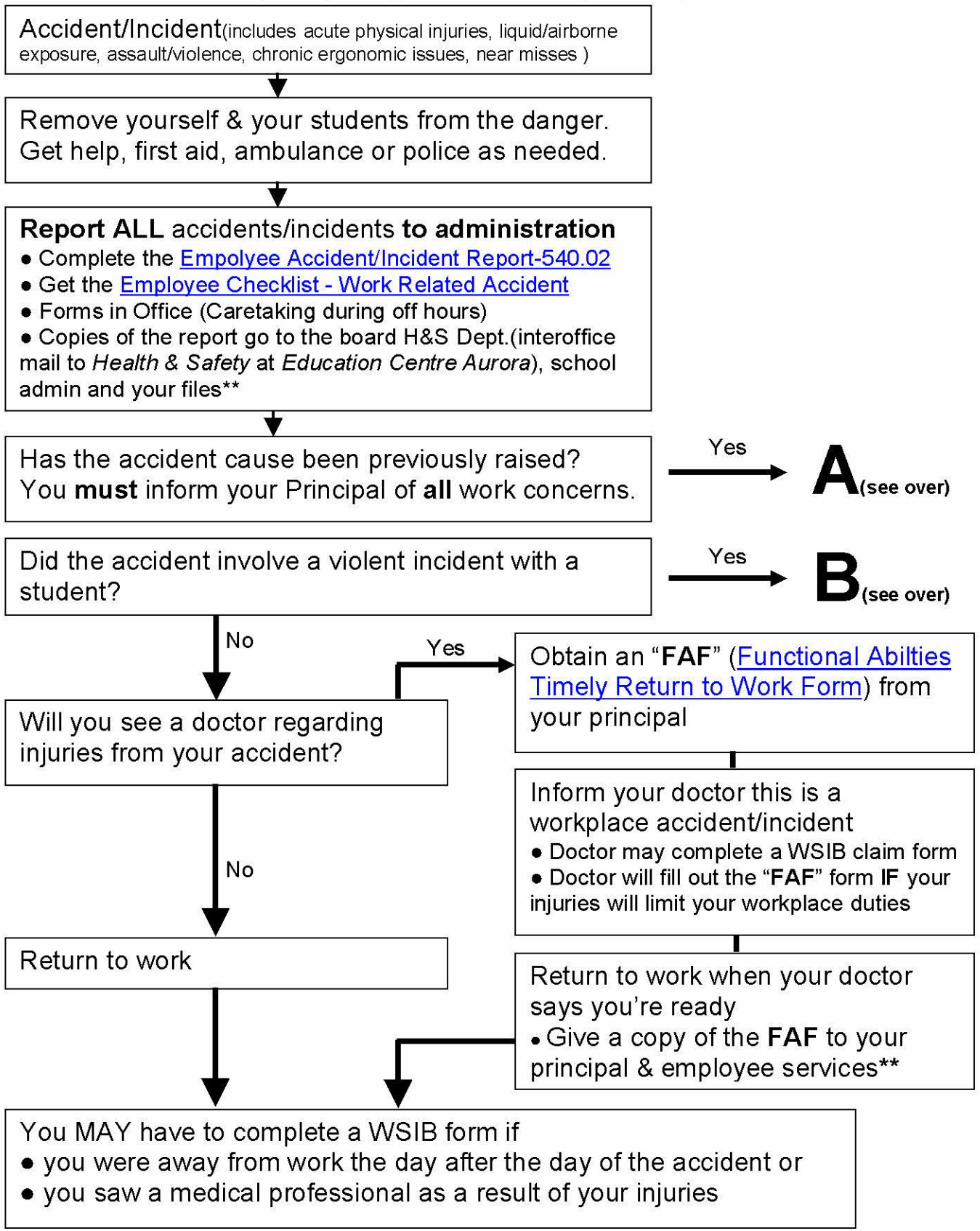


Flow Chart for ALL Accident/Incidents at Work

** Teachers should always keep a copy of all forms being filled out, for their own records **



Flow Chart for ALL Accident/Incidents at work

A (Concern Reporting)

The accident cause has been present for a while or previously raised.

Complete the [OSSTF H&S Concern Form](http://www.osstfd16.on.ca/) (at <http://www.osstfd16.on.ca/>)**

- Copy to admin, OSSTF (interoffice mail to *H&S* at *D16 OSSTF*) and your files
- Written administration response is required (contact OSSTF H&S if no response)

Contact OSSTF H&S for immediate, hazardous/escalating situations

- May complete the YRDSB [Work Concern/Refusal Form P540-01](#) with your OSSTF Health & Safety Officer**

B (Violent Incident/Threat Reporting)

Notify your OSSTF Branch President (_____) or,
D16 H&S Officer (Tel: 289-221-5042) or,
OSSTF executive (Tel: 905-836-5954 or 416-324-3277).

Follow board procedures (currently under review – Spring 2008)

MAY need to update or create the student "**Safety Plan**" (if student has one)

- It is required for students who pose a staff safety threat
- It is a "working document" which requires updating with each incident/accident or any newly acquired information
- Students do not have to be "identified" to have a safety plan
- Describes triggers, intervention strategies, support, response team, Personal Protective Equipment, etc.