

Reporting Incidents / Accidents

All ETFO members are strongly encouraged to report ALL incidents/accidents that occur at their workplace.

Incidents/accidents can include such things as:

- Fall
- Struck or contact by (any objects)
- Slip but no fall
- Aggression
- Violence
- Caught in, under, on or between

Filling Out Forms

Incident /Accident Forms can be located through First Class by following these steps, or you should be able to get one from your Union Steward, Principal or email the ETFO Health and Safety Officer, Sandra Murphy.

First Class

- > Education Centre
- > Information and Resources
- > Admin Procedures (down the left hand side of the screen)
- > Admin Procedures Forms (top right hand side of the screen)
- > 175 B Employee Accident / Incident Report

Once a form is filled out, give the form to your principal who will then forward it immediately to the Health and Safety Office at the Board, David George.

Keep Proper Record

Keeping a proper record of all incidents/accidents is important so that the Joint Health and Safety Committee can watch for trends or trouble areas and then discuss possible solutions/training. It is also important for members to report any incidents/accidents so that if medical attention is required at a later date, there is sufficient record of the incident/accident.