

# CUPE Local 5100

## I WAS INJURED AT WORK, WHAT SHOULD I DO?

### What you need to do:

Look after your injury (first aid) and get any help that you need

Report your injury to your SUPERVISOR!

Then look after the paperwork:

- Fill out an **online injury report**, found in the Staff Portal, print and keep a copy for your records.
- If you need medical attention have the health care professional fill out a **Form 8** and make sure that is submitted to **WSIB**. You should also ask for a copy to keep for your records.
- Fill out a **Form 6** and submit to **WSIB**. You can find the form online at the WSIB website. If you are having issues ask your local for assistance.
- Make sure **Employer** fills out Form 7 and provides you with a copy
- Keep all of the **documentation** together, in a safe location, including any correspondence from GEDSB or WSIB related to the injury.

### What's In This Issue?

- GEDSB Policies & Procedures
- Finding the injury reports in the Staff Portal
- What if the injury was the result of Workplace Violence?
- New Return to Work Specialist position
- Where to find more information

### Grand Erie Policies and Procedures to know

- Employee Injury Reporting and Investigation (Procedure HS-006)
- Employee Safety Protocol at Non-Board Locations (Procedure HS-004)
- Workplace Violence (Policy HS-02, Procedure HS-002)
- Maintaining Employee Safety While Working With Students (Procedure HS-007)
- Student and Employee Safety - Personal Protective Equipment and Physical Intervention Techniques (Procedure HS-011)
- Employee Assistance Program (Procedure HR-012)

# How to Report a Workplace Injury

Login to the Staff Portal using your Grand Erie login information



Click on Injury Reports

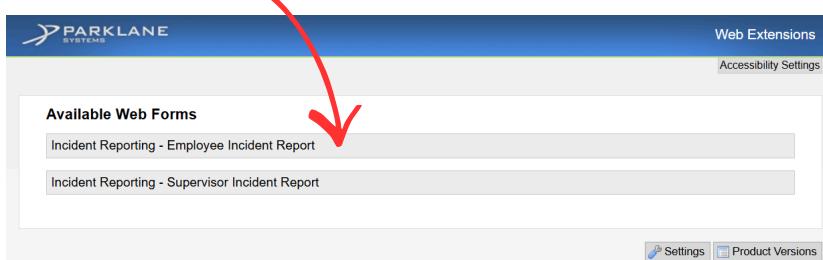


Click on APPLICATIONS

Applications



Click Employee Incident Report



Fill out the form with the information about your injury!

It is important that this form is filled out as soon as possible after the injury. WSIB and the Ministry of Labour have specific timelines that need to be met in reporting injuries. If you are unable to complete the online you must notify your supervisor immediately so that steps can be taken to ensure timelines are met.

# When that injury is a Result of Workplace Violence

Login to the Staff Portal using your Grand Erie login information



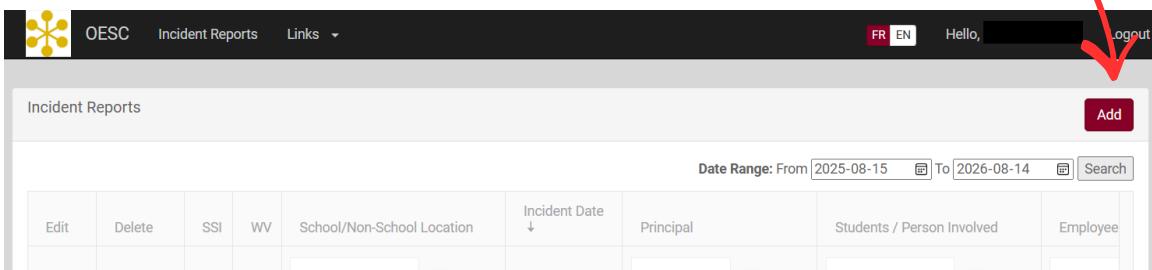
Click on Safe Schools / Workplace Violence Incident Reporting Tool



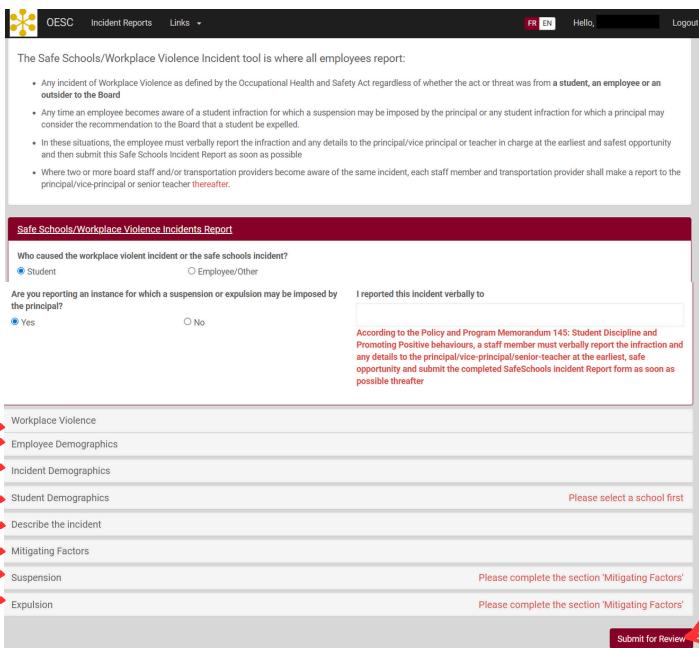
Absence Dispatch System	Canada SDS	Clevr	Co-Op Writer (Cardinal)
Compass For Success	Destiny	EA Job Selections	EBase
ECE Job Selections	ELearning OptOut	GEDSB Accessibility Request	IepWriter (LITE)
Injury Reports	ITS Support – Self-Service Portal	Leave Of Absence	Lockdown Tracking
MEN Bookup	Mileage Application	Network Password Reset	Offence Declaration
Outline Web Login	PHU COVID Tracing Report	Pool Hours Request Form	PowerSchool Admin
PowerSchool Login For Occasional Teachers	PowerTeacher	PPE Inventory	Professional Learning
Safe Schools/Workplace Violence Incident Reporting Tool	Student Absence Tracking	School Messenger	SDS VIA
Student Tech Needs/Request	Suspension Assistant	Supervisor Absence Report	Teacher Performance Appraisal

Click on APPLICATIONS

Click on ADD



Edit	Delete	SSI	WV	School/Non-School Location	Incident Date	Principal	Students / Person Involved	Employee



The Safe Schools/Workplace Violence Incident tool is where all employees report:

- Any incident of Workplace Violence as defined by the Occupational Health and Safety Act regardless of whether the act or threat was from a student, an employee or an outsider to the Board
- Any time an employee becomes aware of a student infraction for which a suspension may be imposed by the principal or any student infraction for which a principal may consider the recommendation to the Board that a student be expelled.
- In these situations, the employee must verbally report the infraction and any details to the principal/vice principal or teacher in charge at the earliest and safest opportunity and then submit this Safe Schools Incident Report as soon as possible
- Where two or more board staff and/or transportation providers become aware of the same incident, each staff member and transportation provider shall make a report to the principal/vice-principal or senior teacher thereafter.

**Safe Schools/Workplace Violence Incidents Report**

Who caused the workplace violent incident or the safe schools incident?

Student  Employee/Other

Are you reporting an instance for which a suspension or expulsion may be imposed by the principal?

Yes  No

I reported this incident verbally to

According to the Policy and Program Memorandum 145: Student Discipline and Promoting Positive behaviours, a staff member must verbally report the infraction and any details to the principal/vice-principal/senior teacher at the earliest, safe opportunity and submit the completed SafeSchools Incident Report form as soon as possible thereafter.

Workplace Violence  
Employee Demographics  
Incident Demographics  
Student Demographics  
Describe the incident  
Mitigating Factors  
Suspension  
Expulsion

Please select a school first

Please complete the section 'Mitigating Factors'

Please complete the section 'Mitigating Factors'

Submit for Review

Click on each heading. That will bring up the boxes and checklists that must be filled in to complete the report

Click on Submit for Review when you are finished

## When in doubt, FILL IT OUT!

## The new CUPE Local 5100 Return to Work Specialist position

At the November General Membership Meeting members voted to allow the Executive to have a dedicated Return To Work Specialist. The role has been filled by Mike Lalone and he is currently working in his new role Monday, Tuesday and Thursday afternoons!

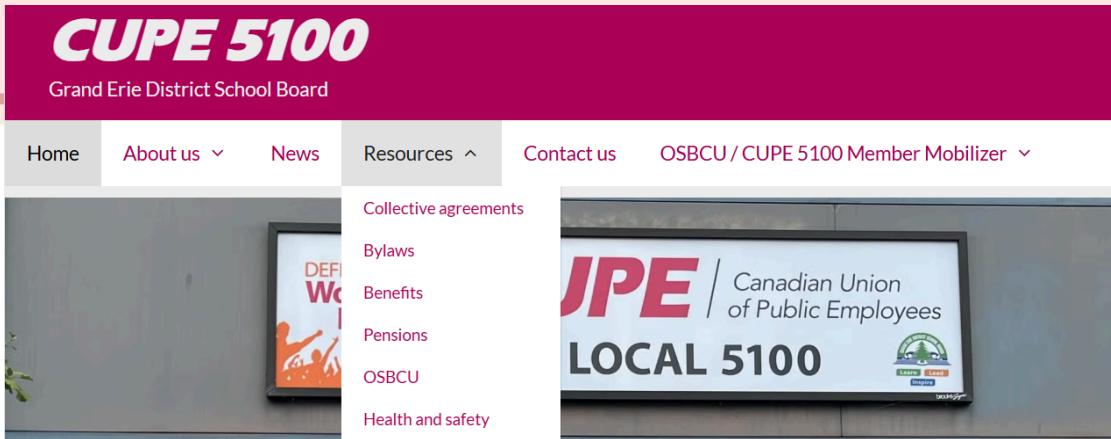
Mike has spent a great deal of time attending various courses to broaden his knowledge around injured workers, WSIB and returning to work safely. Mike will also be assisting members who have been placed in the Attendance Support Program.

As an injured worker himself, Mike is all too familiar with the long term impacts of a workplace injury.

To contact Mike:

email: [mike.lalone@cupe5100.ca](mailto:mike.lalone@cupe5100.ca)  
cell: 519-717-0254

Did you know that CUPE Local 5100 has a website? Visit [cupe5100.ca](http://cupe5100.ca) and check out all of the resources posted.



The screenshot shows the homepage of the CUPE Local 5100 website. The header features the CUPE 5100 logo and the text "Grand Erie District School Board". The navigation menu includes links for Home, About us, News, Resources (with a dropdown menu for Collective agreements, Bylaws, Benefits, Pensions, OSBCU, and Health and safety), Contact us, and OSBCU / CUPE 5100 Member Mobilizer. Below the menu, there is a large image of a wall with a mounted television screen displaying the "JPE Canadian Union of Public Employees LOCAL 5100" logo. To the left of the TV, there is a small potted plant.