



Laura Inglis-Eickmeier
Darrell Uhler
Drew Macaulay

October 2024



Avon Maitland Elementary Teachers
Elementary Teachers' Federation of Ontario

Oct. 29, 2024 Steward Meeting

Mitchell Golf and Country Club



Oct. 29, 2024



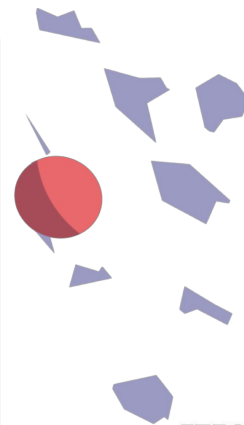
Welcome Stewards

- Lunch
- ETFO Human Rights Statement & Land Acknowledgement
- Introductions
- United Way, Benevolent Fund, Awards, Committees
- Action Against Violence Training
- ETFO Fall Feast, PD Fund
- School Evaluation Survey - Update
- Other Items
- Steward Submitted Questions

ETFO ACTION *on Violence*

Date: October 29, 2024

Facilitators: Drew Macaulay
&
Damon Holmes



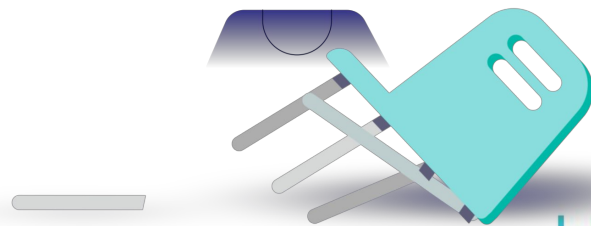
1. ETFO takes action on violence/All Member Survey 2023
2. Myths
3. A walk through your workplace
 - Notification of risk/Risk assessments
 - Reporting violent incidents
 - Risk reassessments
 - Safety plans
 - Work refusals
4. Accessing information and support
5. A call to action

Key learning

“

More than three-quarters (77%) of ETFO members have personally experienced violence or witnessed violence against another staff person.

”



Number of violent incidents
has increased

80%

Severity has increased

66%

Violence is a growing problem

80%

2023 All-Member Violence Survey

Negative impact on
teaching/working

87%

Negative impact on
classroom management

83%

Participated in a
classroom evacuation

35%



“

More than two-in-five members (42%) have suffered a physical injury/illness or psychological injury/illness as a result of workplace violence.

”

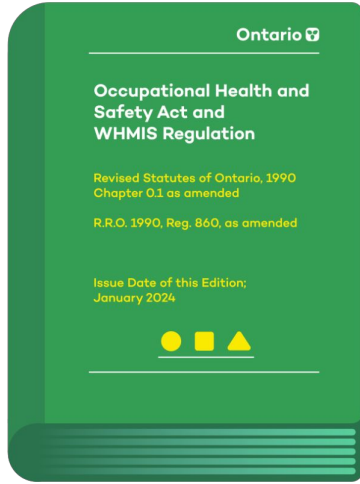
2023 All-Member Violence Survey

and their right to an education.








Risk of violence






An employer shall assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

Administrative Procedure 404 Outlines this in our board:

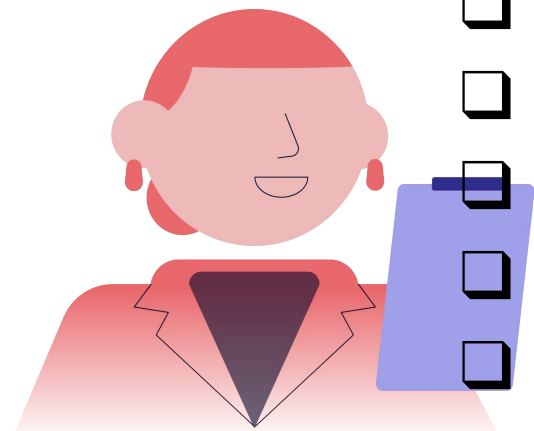
- A) Notification of Potential Risk of Physical Injury: STUDENT
- B) Notification of Potential Risk of Physical Injury: NON STUDENT
- C) 13 Page Questionnaire to complete encompassing the school, its surroundings

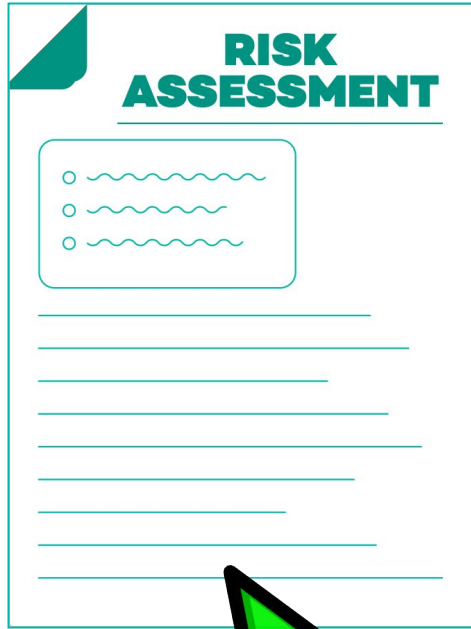
		Notification of Potential Risk of Physical Injury NON-STUDENT
Purpose: The Occupational Health and Safety Act (OHSA) requires the principal/supervisor to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour. If the worker can be expected to encounter that person in the course of their work and if the risk of workplace violence is likely to expose the worker to physical injury (OHSA section 32.0.5(3))		
DATE (YYYY-MM-DD):		
Name:		Information, Precautions and Safety Measures
INFORMATION: DO: DO NOT:		
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INFORMATION: DO: DO NOT:		
HOW TO GET IMMEDIATE ASSISTANCE - IN CASE OF AN EMERGENCY 1. Call the office (e.g., PA system, two-way radio, phone). 2. Call for help (ask someone nearby to go to the office). 3. If off school property, call 911 - Police.		

		Notification of Potential Risk of Physical Injury STUDENT
Purpose: The Occupational Health and Safety Act (OHSA) requires the principal/supervisor to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour. If the worker can be expected to encounter that person in the course of their work and the risk of workplace violence is likely to expose the worker to physical injury (OHSA section 32.0.5(3))		
DATE (YYYY-MM-DD):		
Name:		Information, Precautions and Safety Measures
Grade:		STRENGTHS - TRIGGERS - EARLY WARNING SIGNS - DO - DO NOT -
Location:		
Important: Check the attendance list. If you supervise this student you must also review and follow the Student Support Plan and/or Student Safety Plan. Contact the principal if the student support plan and/or student safety plan is not available.		
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For example,

- ☐ Level of risk in the community
- ☐ Hidden/obscured areas
- ☐ Lighting when leaving
- ☐ Staff working alone/late
- ☐ Locked doors
- ☐ After-hours user groups
- ☐ Anyone with a history of violence
- ☐ Reported safety concerns
- ☐ Incident reports
- ☐ Tools/staff for dysregulated students
- ☐ Disclosure of intimate partner violence





**RISK
ASSESSMENT**

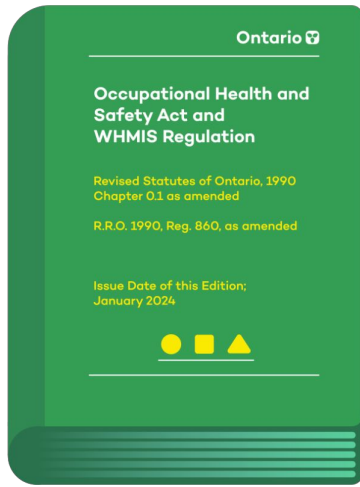
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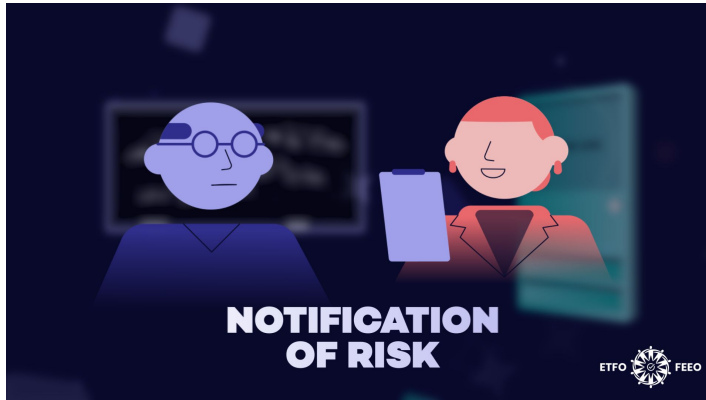
Has there been a risk assessment at your school this year? It should have been shared with the joint health and safety committee. Your H&S rep should have seen it.

You have a H&S rep! Find out from your steward or local ETFO office who it is.



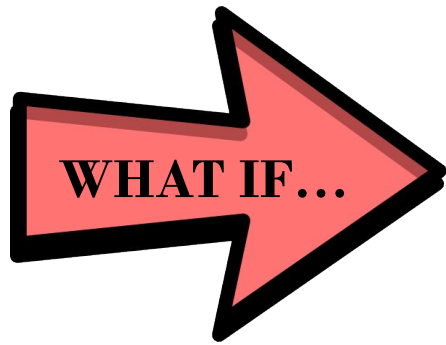
... the duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if,

- (a) the worker can be expected to encounter that person in the course of his or her work; and
- (b) the risk of workplace violence is likely to expose the worker to physical injury.

The form is titled "SAFETY PLAN" in bold green letters. It features a green header with a white triangle. Below the title, there is a box for a person's photo and a box for a list of items. The list box contains three wavy lines and three dots. Below these boxes are several horizontal lines for writing.

- OHS 32.0.5(3)

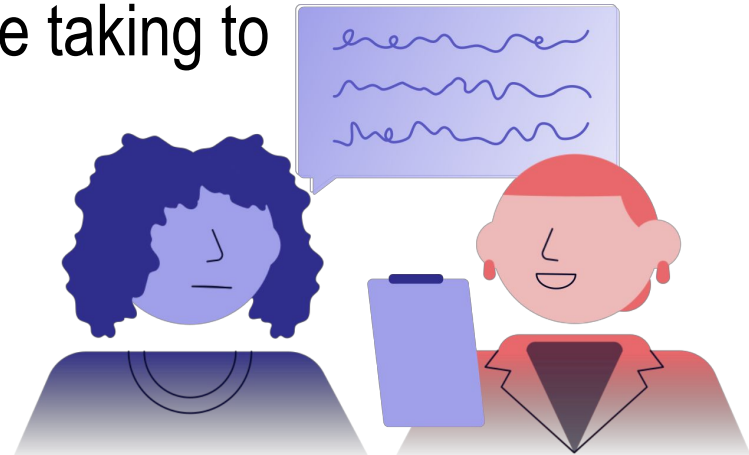




There has been a serious violent incident, or regular violence that isn't being addressed?



Ask the administrator if they are doing a **risk re-assessment**. If they say no, ask them what steps they are taking to prevent a reoccurrence.








## **RISK RE-ASSESSMENT**




For example:



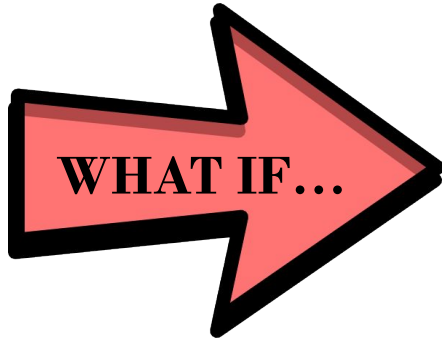
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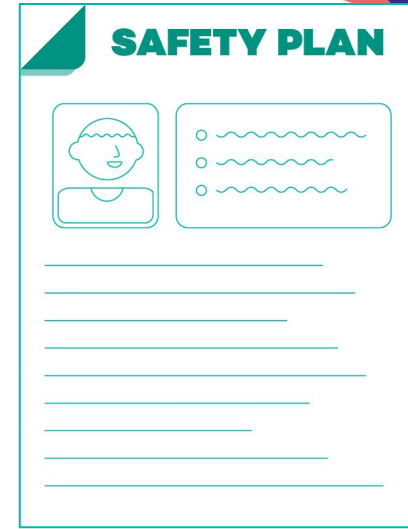
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| Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <div><b>Information, Precautions and Safety Measures</b></div> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>INFORMATION:</b>                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>DO:</b>                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>DO NOT:</b>                                                                                                                                  |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>INFORMATION:</b>                                                                                                                             |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>DO NOT:</b>                                                                                                                                  |
| <b>HOW TO GET IMMEDIATE ASSISTANCE - IN CASE OF AN EMERGENCY</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                 |
| 1. Call the office (e.g., PA system, two-way radio, phone).                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |
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| 3. If off school property, call 911 - Police.                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |

|  Notification of Potential Risk of Physical Injury<br>STUDENT                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  |
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| Grade:                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>STRENGTHS -</b>                                                                                                                               |
| Location:                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>TRIGGERS -</b>                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>EARLY WARNING SIGNS -</b>                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DO -</b>                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>DO NOT -</b>                                                                                                                                  |
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I haven't been given any safety plans to read?



Ask your administrator directly,  
“Am I likely to encounter anyone with a history of violent behaviour? Is there a safety plan I should be aware of?”



# Safety plans

- a. Description of the observable risk of injury behaviour concerns
- b. Triggers or antecedents
- c. Prevention and intervention strategies to support workers and student safety
- d. Communication procedures for all workers (teaching and non-teaching) whether permanent or occasional
- e. Emergency communication procedures for all workers

# SAFETY PLAN



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○ ~~~~~

○ ~~~~~


[illegible]




## Notification of Potential Risk of Physical Injury STUDENT

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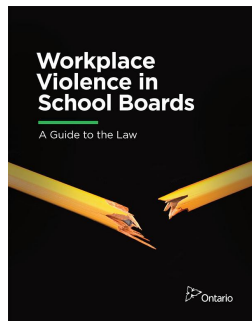
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|           |                                                                                   |                                                                        |
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| Location: |                                                                                   |                                                                        |

**Important:** Check the attendance list. If you supervise this student you must also review and follow the Student Support Plan and/or Student Safety Plan. Contact the principal if the student support plan and/or student safety plan is not available.

|           |                                                                                   |                                                                        |
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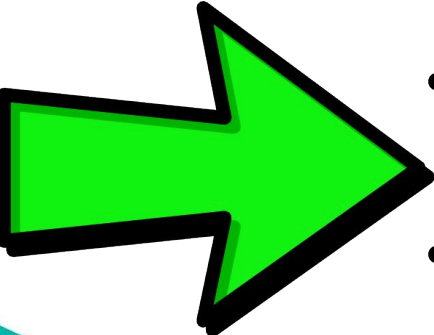
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AMDSB Safety Plan  
template is also in AP 404



## FIND OUT

- 
- Where are safety plans stored at your school?
  - How are they shared with new/daily workers?



**WHAT IF...**

I think there should be a safety plan, but the principal disagrees?



**FIND OUT**

Ask, “If there isn’t going to be a safety plan, then what is the plan to keep students and workers safe? How will everyone be aware of it? How should I summon immediate assistance if there is violent behaviour?”

## **Safety plan dos:**

- ☐ Photo of student
- ☐ Means of summoning immediate assistance
- ☐ Involvement of all workers in development
- ☐ Names of those with duties in plan
- ☐ Required training
- ☐ Focus on prevention of violence


## **Safety plan don'ts:**

- ☐ Written by just one person
- ☐ Missing critical information for “privacy”
- ☐ Out of date
- ☐ Impossible (no time, no staff, no training)
- ☐ PPE is the only protection
- ☐ Rely on people who may be absent


# SAFETY PLAN

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## HOW TO GET IMMEDIATE ASSISTANCE - IN CASE OF AN EMERGENCY

1. Call the office (e.g. PA system, two-way radio, phone)
2. Call for help - ask someone nearby to go to the office
3. If off school property, call 911 - Police

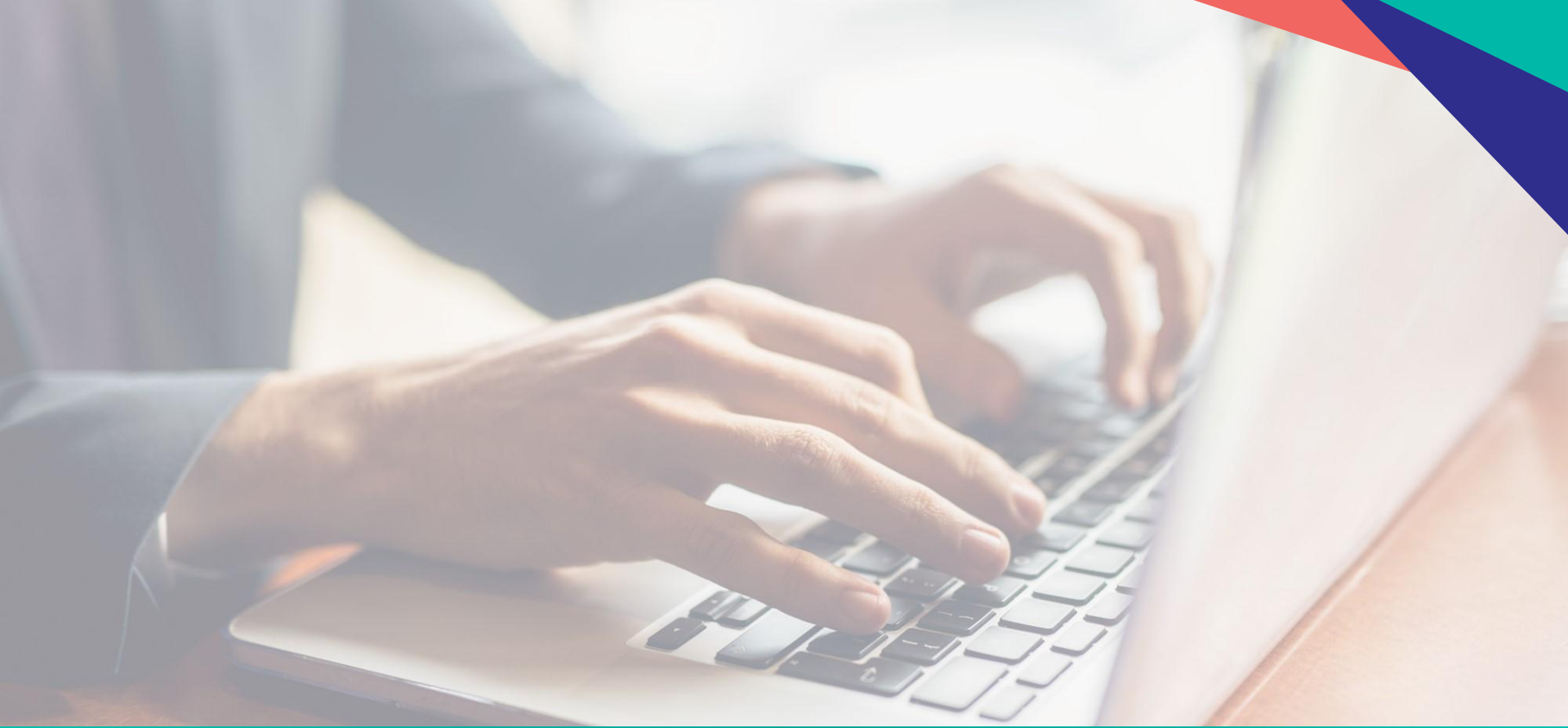




You as a worker have a  
role in the safety plan.



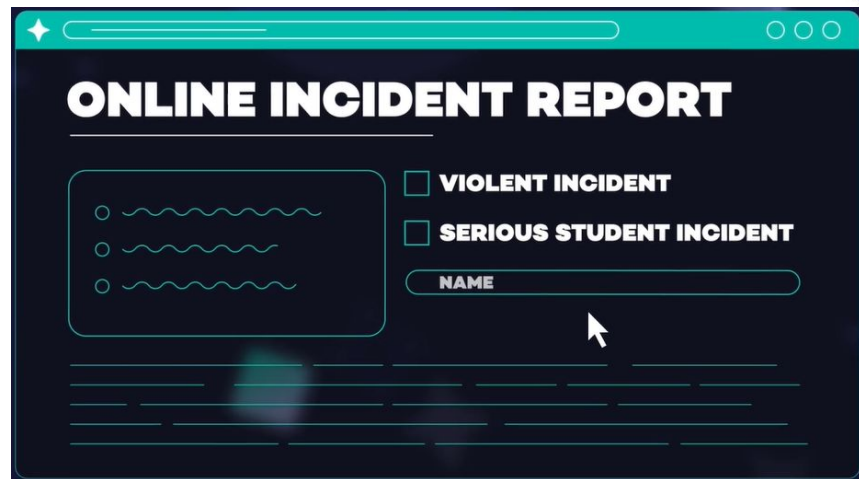




# After a violent incident - Reporting

# How can you report violent incidents?

- Violent Incident
- Safe Schools incident
- Incident/Injury/Illness/Near miss
- WSIB (workers' compensation)



The screenshot shows a web browser window with a dark theme. The title bar is teal with a star icon on the left and three circles on the right. The page title is "ONLINE INCIDENT REPORT" in white, bold, uppercase letters. Below the title, there is a form with a light blue border. On the left side of the form, there are three radio buttons, each followed by a wavy line representing text. On the right side, there are two checkboxes. The first checkbox is labeled "VIOLENT INCIDENT" and the second is labeled "SERIOUS STUDENT INCIDENT". Below these checkboxes is a text input field labeled "NAME". A mouse cursor is pointing at the "NAME" field. At the bottom of the form, there are several horizontal lines for additional text.



- Violent incident reporting and SSIRs must be online. Do you know where to find the online reporting tool?



# AMDSB Reporting System



Login with Board credentials



**Engage  
Inspire  
Innovate**  
*...Always Learning*



Submit new form

# AMDSB Reporting System

Submit new form

Cancel

Workflow - Choose -

Facility - Choose -

Submit new form

Cancel

Workflow Hazard, Incident and/or SSIR Report

Facility Brookside Public School

## Instructions

1. You must immediately notify the school principal and/or your direct supervisor in person or by phone, in addition to completing this online report.
2. When choosing the 'Facility,' select the school/site where the hazard/incident occurred.
  - Example 1: You are assigned to Anne Hathaway; therefore, you would select that facility.
  - Example 2: You are assigned to the Education Centre, however, the incident occurs at Avon. In this case, you would select the Avon as your facility.
  - Example 3: You are assigned to the Education Centre, however, the incident occurs off school property and was not related to a school program or activity. In this case, select Education Centre.
3. Complete all applicable sections and submit.
4. If at any time after submitting the online report you visit a health care professional or lose time from work, you must immediately notify the principal/supervisor and Human Resource Services.
5. The Safe Schools Incident Report (SSIR) is required when a serious student incident or activity occurs for which suspension or expulsion must be considered.

## Employee Details

\* Employee Group: - Choose -

\* Position Type: - Choose -

## I WANT TO SUBMIT...

\* I want to report a workplace hazard, incident, injury or occupational illness. - Choose -

\* I want to report a Safe School Incident Report. - Choose -

\* Select Form: - Choose -

## HOW TO CHOOSE THE CORRECT REPORT TYPE:

**Employee Hazard/Incident** - You observed a workplace hazard or were involved in a work-related incident that could or did cause injury and ill health.

**Safe School Incident Report (SSIR)** - When you become aware that a student may have engaged in conduct that could lead to suspension or expulsion

**Both-Employee Hazard/Incident & SSIR** - You were involved in a work-related incident that could or did cause injury or illness AND included conduct of a student for which suspension or expulsion must be considered

## Hazard/Incident Details

\* Date of hazard/incident:

\* Time of hazard/incident:

\* Specify the location of the hazard or incident: - Choose -





What are the obstacles to reporting at your school?

I don't think this has to be reported?

- All violent incidents must be reported



Nothing ever happens?

- This data is shared.
- Incidents must have follow-up.

I don't have time?

- Ask the principal, "I will not be able to report this incident during my workday, how would you like me to proceed?"



No matter how your board's  
reporting system works,





## After a violent incident – Principal's duties



# Debrief and investigation

## Should:

- Occur as soon as possible following the incident
- Include the principal as the supervisor responsible for worker safety
- Involve all workers involved in the incident
- Provide workers the opportunity to share their concerns
- Focus on identifying gaps in the safety plan and proposing solutions

## Should **not**:

- Blame the worker
- Occur before injuries have been addressed
- Occur when emotions are still heightened



I reported a **violent incident**, then nothing happened?



Remind the administrator and ask if they need more information. Ask what they found when they investigated and what measures are being put in place to prevent a recurrence.



I reported a **safe schools incident** and nothing happened?



The regulations require that you be sent an acknowledgement. If you didn't, ask if your report was received.



# After a violent incident - Prevention



What happens after a violent incident at **your** school?

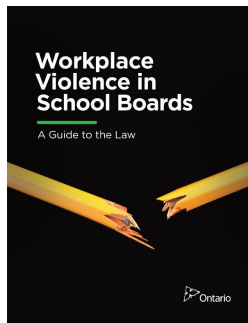
Survey says:

- Investigation? 27% said rarely or never
- Debrief? 31% said rarely or never
- Follow up with you? 31% said rarely or never
- Risk reassessment? 43% said rarely or never
- Follow up with parents? 22% said rarely or never
- Suspension? 70% said rarely or never

# Risk reassessment

A reassessment of the risks of violence should occur when:

- a. there is an increase in the number, frequency or severity of violent incidents
- b. there is a change in the physical environment of the workplace
- c. there is a change in the student population of a school (numbers or make-up)
- d. a change in curriculum or scheduling, or a change in environment, to determine if such change could provoke violent behaviours





I am told, "There's nothing we can do."  
Their only solution is, "Safety plan was reviewed with the worker."

## **Possible steps to prevent a recurrence:**

- Develop or update safety plan
- Training for staff, especially on verbal de-escalation techniques
- Provide PPE (if appropriate)
- Assign education workers for support
- Consult with experts
- Work with the family
- Exclude the student until the work is safe

# Your right to refuse unsafe work





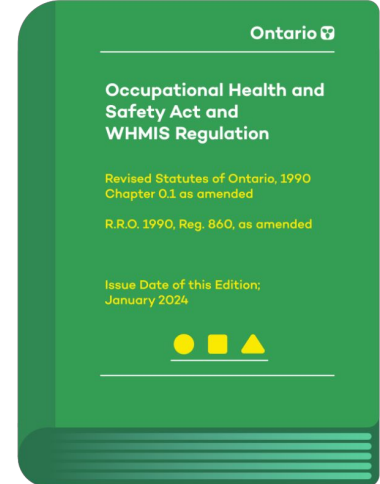
## OHSA

### Section 43 (3) (b.1)

“A worker may refuse to work or do particular work where he or she has reason to believe that,

...

(b.1) **workplace violence** is likely to endanger himself or herself or another worker”





## UNSAFE WORK

### What are my rights?

- 1 **Right to Know** about hazards in your workplace.
- 2 **Right to Participate** in workplace safety.
- 3 **Right to Refuse** unsafe work.

The process for a work refusal is outlined in Section 43 of the *Occupational Health and Safety Act* (OHSA).

### How can health and safety issues be addressed besides a work refusal?

If you have any concerns about your health and safety, you can:

- Speak to your supervisor.
- Speak to your health and safety representative.
- Speak to your ETFO local.
- Make a complaint to the Ministry of Labour.

### What if my concerns are not addressed or the concern must be addressed quickly?

- **Stage 1:** If you have a reason to believe your work is likely to endanger you or another worker, you can tell your supervisor you are refusing (or intend to refuse) unsafe work under Section 43 of OHSA.

**Note:** Teachers must first ensure that students are not in imminent jeopardy.

- You must be at, or come to, the workplace.
- Your worker health and safety representative will be called to participate.
- The supervisor investigates and may be able to resolve your concerns.

### What if I still have reasonable grounds to believe it's unsafe?

- **Stage 2:** A Ministry of Labour inspector will be contacted for an investigation.
- You may be temporarily assigned alternative work.
- Anyone doing the refused work must be informed of the refusal.

### What are the possible outcomes?

- The inspector will provide a written decision that will be posted.
- They may order the employer to take actions or make recommendations.
- If they deem the work to be safe, you will return to work.
- Appeals can be made to the Ontario Labour Relations Board within 30 days.

### Can I get in trouble?

It is against the law for a worker to be punished for exercising their right to refuse work they believe is unsafe.



## Take note:

- The decision to engage in a work refusal is up to the individual
- Teachers (not other ETFO members) have a limited right to refuse
- Connect the worker with their H&S Rep
- Get support from the ETFO local



For assistance: Call your union - ETFO at 1-888-838-3836 or visit [etfohealthandsafety.ca](https://etfohealthandsafety.ca)

## Violence Work Refusal Checklist

The law requires your employer to take every precaution reasonable for the safety of a worker. If you answered "no" to any of these questions, remember that you have the right to refuse if you have reason to believe unsafe work is likely to endanger you.

|                                                                                                                                                                                                                                                                    | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Notification of risk:</b> Has school administration provided you with information about the possibility of encountering someone with a history of violent behaviour from whom you may experience injury? (through the sharing of information from safety plans) |     |    |
| <b>Risk reassessment:</b> Has your administrator/board assessed the risk of workplace violence in your school this year? Has the risk of workplace violence been reassessed when there are changes or significant events?                                          |     |    |
| <b>Effective safety plans:</b> Have safety plans been developed for students whose behaviour poses a risk to your safety? Does following the existing safety plan protect you?                                                                                     |     |    |
| <b>Summoning immediate assistance:</b> Have you been provided with the tools and specific plans to summon assistance in various circumstances? Does assistance arrive quickly?                                                                                     |     |    |
| <b>Reporting violent incidents:</b> Have you been trained on how to submit online violent incident reports? Does your administrator ensure that all incidents are reported? Are summary reports of violent incidents shared with your health and safety committee? |     |    |
| <b>Responding to violent incidents:</b> When you report violent incidents, does your administrator acknowledge the report, investigate, and take steps to prevent a recurrence?                                                                                    |     |    |
| <b>Staffing:</b> Are there enough trained staff to support students to prevent escalations and follow safety plans? Are contingency plans in place in the event of an absence so that roles in safety plans and emergency plans are filled by other trained staff? |     |    |
| <b>Resources:</b> Are all measures and procedures in place to control the risk of workplace violence such as adequate facilities, equipment, and student programming?                                                                                              |     |    |
| <b>Training:</b> Have you and those around you been trained in the de-escalation of student incidents? Do you have the training to carry out any responsibilities in a safety plan?                                                                                |     |    |
| <b>Personal Protective Equipment (PPE):</b> Have you been provided with appropriate and adequate PPE to protect you from injury from violence? Is it checked and cleaned regularly? Have you been instructed on its care, use and limitations?                     |     |    |
| <b>Psychosocial impact:</b> Are you kept safe from chronic or traumatic mental stress injuries due to violence?                                                                                                                                                    |     |    |

More information is available: [Your Rights & Your Employer's Duties](#) and [You Have the Right to Refuse Unsafe Work](#). You are protected against reprisals for exercising your rights under the *Occupational Health and Safety Act* (OHSA).

If you have questions or need support, contact your local ETFO office and your health and safety worker representative.

# Violence Work Refusal Checklist

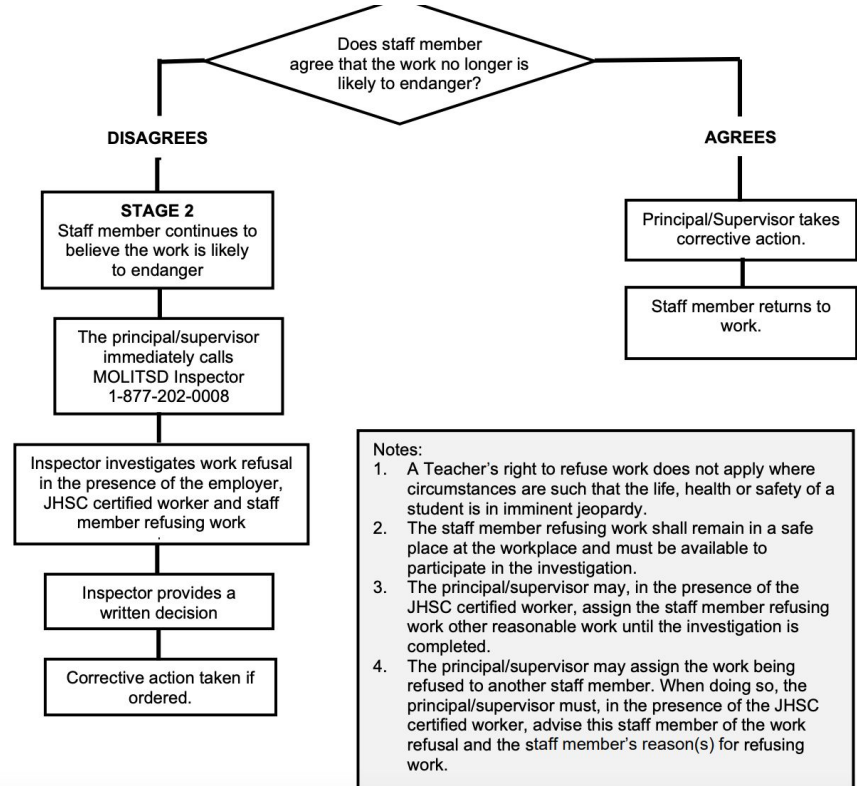
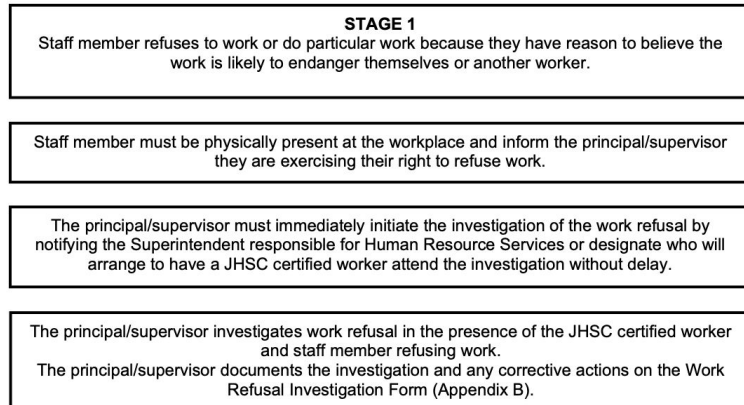
- In ETFO's Action on Violence Toolkit
- A list of the protections under the law that should be in place
- Useful throughout the process with principals, school boards and the Ministry of Labour
- Focus on worker rights and safety



# AMDSB - AP 414 Refusing Unsafe Work

## WORK REFUSAL FLOWCHART

### Appendix A







# Finding help and information





**JOINT HEALTH AND  
SAFETY COMMITTEE**





## posters

### Violence in schools is a **SERIOUS AND GROWING** problem!

ETFO members are being harmed. It's worse for those working with younger students and in special education. Some members are more likely to be affected – women, people with a disability, First Nations/Mestiz, 2SLGBTQ+, and BIPOC/ESF/PM members.



## MAKE A CHANGE

### Report all violent workplace incidents

Violence experienced by a worker, whether physical force, an attempt of physical force, or a threat of physical force, must be reported, using the school board's online reporting system. This is true regardless of the age or abilities of the person who caused the violence.



### Refuse unsafe work that is likely to endanger you

Danger due to workplace violence is not a part of being a teacher or education worker. Make sure you understand and use your right to refuse unsafe work.

If you have any concerns about your health and safety, speak to your supervisor, your health and safety representative, and your ETFO local. You can also contact the Ministry of Labour to make a complaint.

For assistance: Call your union at 1-888-838-3838 or visit [etfoactionandsafety.ca](http://etfoactionandsafety.ca)



### REPORT

Report all incidents regardless of intimidating factors, threat, or harm, with or without physical force.



| etfo.ca | 1-888-838-3838 |

If the incident is a serious student incident, submit a Safe Schools Incident Report.

These reports should be made through your school boards online incident reporting tool.

You have the right to refuse work if you believe workplace violence is likely to endanger you.

Teachers must take steps to ensure the safety of their students before refusing work.

If you have questions, are blocked from reporting in any way, or are considering making work, call your ETFO local for support or the provincial office at 416-940-3838 or a toll-free 1-888-838-3838.

For more information visit [etfoactionandsafety.ca](http://etfoactionandsafety.ca)

### MAKING OUR SCHOOLS AND WORKPLACES SAFE

ETFO calls to action and strategy to address violence in school board workplaces involves many stakeholders and it starts with collaboration, training, and accountability.

### Your Right to a SAFE WORKPLACE

Under the Occupational Health and Safety Act

- Your principal has a duty to provide you with information about the risks of harm from a history of violence. This duty happens in two phases: one in person and one in writing. The first phase is the disclosure of the information to you. The second phase is the provision of information to you in writing. The second phase is the provision of information to you in writing.
- You may refuse to work or participate in work if you have a reasonable belief that the work is likely to endanger you, your safety, or the safety of others. If you are a teacher, the legislation limits your right to refuse work due to your responsibilities to the students if you believe you are being endangered by workplace violence. Report your concerns to the principal right away and get immediate assistance. Contact your ETFO local for advice and support.

### Everyone Has a Responsibility Concerning WORKPLACE VIOLENCE

ETFO has identified that lack of compliance in policy and program requirements by some principals and school boards is a barrier to making schools and workplaces safer. ETFO continues to work with the government, school board representatives, and other partners to improve reporting systems, increase compliance by boards and principals, and encourage a stronger health and safety culture with appropriate training within school boards.

While these efforts continue, it's important to remember how the reporting system should work:

- ETFO members:
  - Under the OHSA, ETFO members have specific duties to report workplace violence.
  - Under the Education Act, ETFO members have specific duties to report unsafe student incidents. These duties are further described in Ministry Policy 7190.
  - Should workplace violence occur on or off school, an incident report must be submitted to the principal or principal designate.
  - Should a workplace violence incident occur on or off school, an incident report must be submitted to the principal or principal designate.
- Your duties to report workplace violence and serious student incidents:
  - Report all incidents, regardless of whether they involve physical force, threat, or harm.
  - Report all incidents, regardless of whether they involve physical force, threat, or harm.
  - Report all incidents, regardless of whether they involve physical force, threat, or harm.

### ETFO SUPPORT FOR MEMBERS

For information and support on workplace violence and serious student incidents, visit [etfoactionandsafety.ca](http://etfoactionandsafety.ca)

## brochure

## ETFO ACTION on Violence in Schools

### Making Our Schools and Workplaces Safe

ETFO's call to action and strategy to address violence in school board workplaces involves many stakeholders and it starts with collaboration, training, and accountability.

## ETFO ACTION on Violence

### Violence Work Refusal Checklist

The law requires your employer to take every precaution reasonable for the safety of a worker. If you answered "no" to any of these questions, remember that you have the right to refuse if you have reason to believe unsafe work is likely to endanger you.

|                                                                                                                                                                                                                                                             | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Notification of risk: Has school administration provided you with information about the possibility of encountering someone with a history of violent behaviour from whom you may experience injury? (through the sharing of information from safety plans) |     |    |
| Risk reassessment: Has your administrator/board assessed the risk of workplace violence in your school this year? Has the risk of workplace violence been reassessed when there are changes or significant events?                                          |     |    |
| Effective safety plans: Have safety plans been developed for students whose behaviour poses a risk to your safety? Does following the existing safety plan protect you?                                                                                     |     |    |
| Summoning immediate assistance: Have you been provided with the tools and specific plans to summon assistance in various circumstances? Does assistance arrive quickly?                                                                                     |     |    |
| Reporting violent incidents: Have you been trained on how to submit online violent incident reports? Do summary reports of violent incidents include the following information?                                                                             |     |    |
| Responding to violence: Have you been trained on how to respond to violence? Have you been trained on how to respond to violence?                                                                                                                           |     |    |
| Staffing: Are there enough staff to respond to violence? Are there enough staff to respond to violence?                                                                                                                                                     |     |    |
| Follow safety plans and protocols: Have you been trained on how to follow safety plans and protocols? Have you been trained on how to follow safety plans and protocols?                                                                                    |     |    |
| Resources: Are all resources available to respond to violence? Are all resources available to respond to violence?                                                                                                                                          |     |    |
| Training: Have you and those around you been trained in the de-escalation of student incidents? Do you have the training to carry out any responsibilities in a safety plan?                                                                                |     |    |
| Personal Protective Equipment (PPE): Have you been provided with appropriate and adequate PPE to protect you from injury from violence? Is it checked and cleaned regularly? Have you been instructed on its care, use and limitations?                     |     |    |
| Psychosocial impact: Are you kept safe from chronic or traumatic mental stress injuries due to violence?                                                                                                                                                    |     |    |

More information is available: [etfoactionandsafety.ca](http://etfoactionandsafety.ca) Your Rights and Your Employer's Duties and You Have the Right to Refuse Unsafe Work. You are protected against reprisals for exercising your rights under the Occupational Health and Safety Act (OHSA).

If you have questions or need support, contact your local ETFO office and your health and safety work representative.



## glossary

- A** **Accident/Incident Investigation Report** A report that is completed by the principal or principal designate after an incident or incident investigation. The report is used to determine the cause of the incident and to prevent future incidents.
- D** **Domestic Violence** Domestic violence is a form of violence that occurs between two people who are in a personal relationship with each other. It can be physical, sexual, emotional, or psychological. It can be a one-time incident or a pattern of behaviour. It can be a crime or a civil matter. It can be a criminal offence or a civil offence. It can be a criminal offence or a civil offence.
- H** **High-risk behaviours** High-risk behaviours are behaviours that could result in harm to the student, other students, staff, or the public. They include behaviours that could result in harm to the student, other students, staff, or the public. They include behaviours that could result in harm to the student, other students, staff, or the public.



# ETFO Action on Violence Toolkit

## FAQ

General Information Workplace Violence Workplace Hazards Advocacy Useful Links

## ETFO ACTION on Violence

### Frequently Asked Questions

# ETFO Worker Health and Safety Rights Resources



video

**FAQ**

ETFO FEO Health + Safety make it happen

General Information Workplace Violence Workplace Hazards Advocacy Useful Links

**YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK**

**Work Refusal Frequently Asked Questions**

For basic work refusal information, please refer to the resources at [etfohealthandsafety.ca](https://etfohealthandsafety.ca).

For work refusal questions related to violence, please refer to the [Violence in Schools FAQs](#).

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**bookmark**

**YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK**

For assistance: Call ETFO at 1-888-838-3836 • [etfohealthandsafety.ca/site/workers-rights/](https://etfohealthandsafety.ca/site/workers-rights/) ETFO FEO

**YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK**

**What are my rights?**

- 1 Right to Know about hazards in your workplace.
- 2 Right to Participate in workplace safety.
- 3 Right to Refuse unsafe work.

The process for a work refusal is outlined in Section 43 of the Occupational Health and Safety Act (OHSA).

**How can health and safety issues be addressed besides a work refusal?**

If you have any concerns about your health and safety, you can:

- Speak to your supervisor.
- Speak to your health and safety representative.
- Speak to your ETFO local.
- Make a complaint to the Ministry of Labour.

**What if my concerns are not addressed or the concern must be addressed quickly?**

- **Step 1:** If you have a reason to believe your work is likely to endanger you or another worker, you can tell your supervisor you are refusing (or intend to refuse) unsafe work under Section 43 of OHSA.
- **Note:** Teachers must first ensure that students are not in imminent jeopardy.
- You must be at, or come to, the workplace.
- Your worker health and safety representative will be called to participate.
- The supervisor investigates and may be able to resolve your concerns.

**What if I still have reasonable grounds to believe it's unsafe?**

- **Stage 2:** A Ministry of Labour inspector will be contacted for an investigation.
- You may be temporarily assigned to another job.
- Anyone doing the refused work of the refusal.

**What are the possible outcomes?**

- The inspector will provide a written report.
- They may order the employer to take actions or make recommendations.
- If they deem the work to be safe, you will return to work.
- Appeals can be made to the Ontario Labour Relations Board within 30 days.

**Can I get in trouble?**

It is against the law for a worker to be punished for exercising their right to refuse work they believe is unsafe.

ETFO FEO

For assistance: Call your union - ETFO at 1-888-838-3836 or visit [etfohealthandsafety.ca](https://etfohealthandsafety.ca)

**bookmark**

**YOU HAVE THE RIGHT TO REFUSE UNSAFE WORK**

For assistance: Call ETFO at 1-888-838-3836 • [etfohealthandsafety.ca/site/workers-rights/](https://etfohealthandsafety.ca/site/workers-rights/) ETFO FEO

**YOUR RIGHTS & Your Employer's Duties**  
Under the Occupational Health and Safety Act (OHSA)

**Employers' and Supervisors' Duties**

- Employers and supervisors have an obligation to take every reasonable precaution in the circumstances to protect workers. This can include eliminating or addressing hazards, providing information and training, creating safety plans, and supplying personal protective equipment.
- According to the Ontario Human Rights Code, employers have a duty to accommodate an employee's needs related to a disability, whether permanent or temporary.

**Workers' Duties**

- Follow the law and workplace health and safety policies and procedures.
- Wear and use the protective equipment required by your employer.
- Work and act in a way that won't endanger you or anyone else.
- Report incidents, injuries, or illnesses to your employer. Report exposures, injuries, and illnesses that require time off work, accommodations, or health care to WSIB.

**WORKERS' RIGHTS**

**Right to Know**

Workers have a right to information and instruction about workplace and the right to eliminate or reduce hazards. For example, they can provide a risk of violence or Data Sheets for

**Right to Participate**

Workers have a representative who participates on their behalf on a Joint Health and Safety Committee (JHSC) in their workplace. The JHSC is provided with additional information and has the power to identify hazards and make formal recommendations. As individuals, workers can also participate by bringing concerns to their supervisor.

**Right to Refuse**

Workers have an individual right to refuse unsafe work if they have reason to believe their work is likely to endanger their health and safety.

See ETFO's resource: [You have the right to refuse unsafe work.](#)

**Protection Against Reprisal**

Workers have protection against reprisals while exercising their rights under the OHSA.

If you have any concerns about your health and safety, speak to your supervisor, your health and safety representative, and your ETFO local. Workers can also contact the Ministry of Labour to make a complaint.

For assistance: Call your union at 1-888-838-3836 or visit [etfohealthandsafety.ca](https://etfohealthandsafety.ca) ETFO FEO








# Take action, stay safe, stand together

**REPORT  
RECOGNIZE  
REFUSE**






SHARE
 


General Information
 Workplace Violence
 Workplace Hazards
 Advocacy
 Useful Links

## Action on Violence Toolkit



### Frequently Asked Questions

NEW



Questions for members concerned about or experiencing violence in the workplace. Including:


- Work refusals

### Glossary

A Glossary of Workplace Violence Definitions for ETFO Members

This glossary provides ETFO members with a basic list of definitions related to issues of workplace violence and serious student incidents.


 Download Glossary (pdf)
  Download Glossary (doc)




### Brochure

ETFO Action on Violence in Schools brochure

This brochure offers some handy information about ETFO's

 Download Brochure (pdf)



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 [DESIGNBYARTFACTWORKS.CA](http://DESIGNBYARTFACTWORKS.CA)

# Provincial H&S support:

Tracie Edward  
[tedward@etfo.org](mailto:tedward@etfo.org)

Elizabeth Mitchell  
[emitchell@etfo.org](mailto:emitchell@etfo.org)

[etfohealthandsafety.ca](http://etfohealthandsafety.ca)

October 29, 2024



## ETFO Fall Feast

- Funded gatherings in schools
- Invite everyone
- Available budget provided in Steward package
- Receipts to Local Office - Lindsay O'Reilly
  - Deadline: December 3, 2024
- Share date and time w/ Local Office

October 29, 2024



## PD Fund & Reporting

- PD Fund cheque, guide, and forms in package
- Reporting: Due Spring Steward Meeting
- New Form in package
- How can members spend their PD Funds?



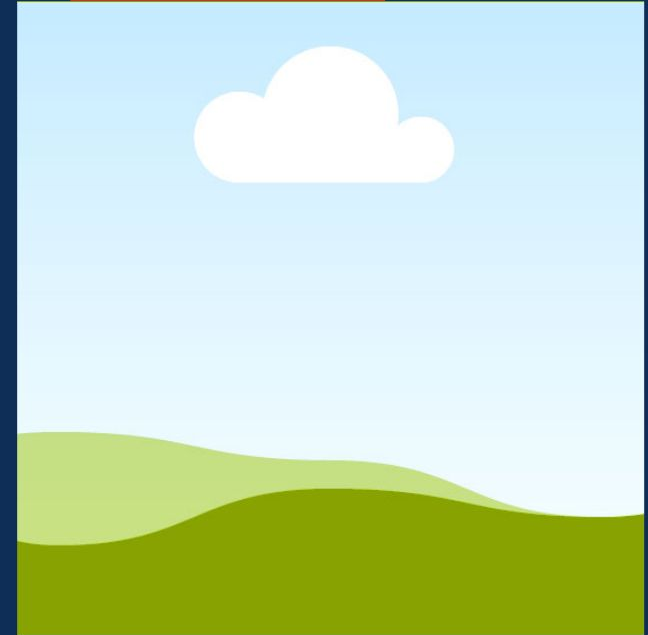
October 29, 2024

## School Evaluation Survey - Update

- Spring 2024 - First School Evaluation Survey
- Purpose
- Lessons
- Feedback?
- Results

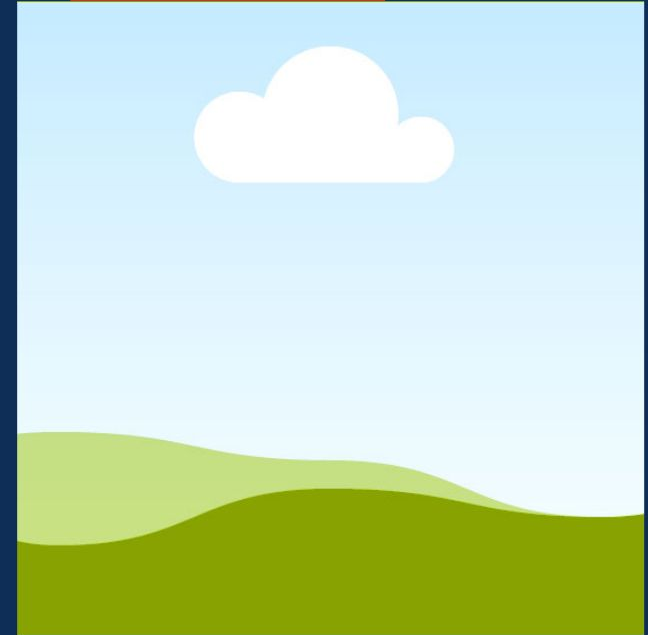
## Shared Decision Making - Bottom

|                                 |     |
|---------------------------------|-----|
| Elma, Mornington, Seaforth, SIS | 2.4 |
| Brookside, Huron Centennial     | 2.2 |
| Avon, Little Falls              | 2.1 |
| Anne Hathaway, Exeter           | 1.9 |
| North Perth Westfield           | 1.7 |



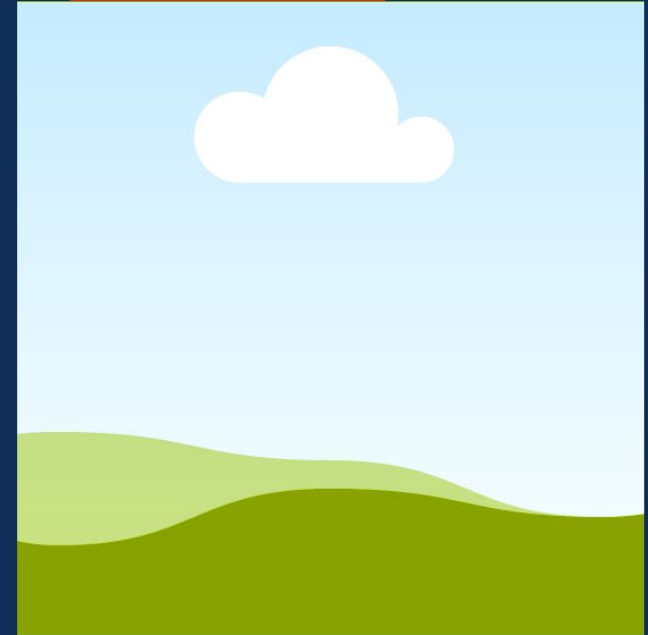
## Shared Decision Making - Top

|                                                        |     |
|--------------------------------------------------------|-----|
| Stephen                                                | 3.5 |
| Bluewater Coast, Hullett,<br>Mitchell 7/8, Shakespeare | 3.4 |
| Clinton, Hamlet, South Perth                           | 3.3 |
| Goderich 7/8                                           | 3.2 |
| Central Perth, Listowel Eastdale                       | 3.1 |



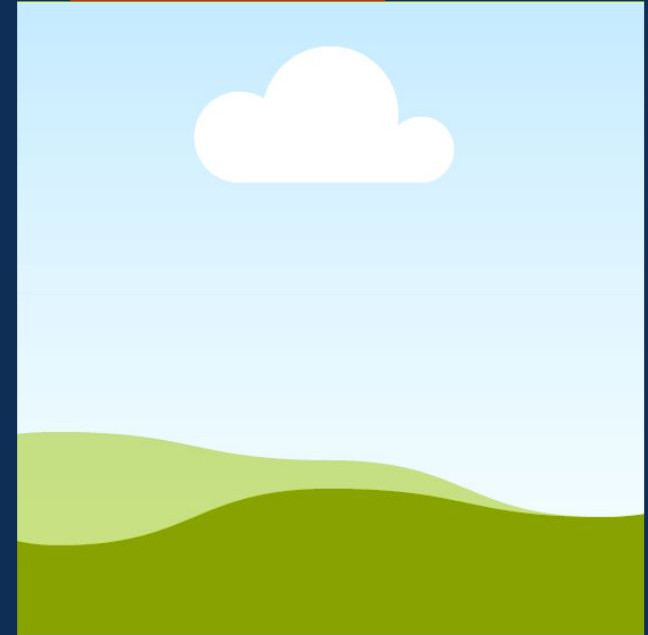
## Support with Parents/Students - Top

|                                                  |     |
|--------------------------------------------------|-----|
| Shakespeare                                      | 3.9 |
| Bluewater Coast                                  | 3.8 |
| Listowel Eastdale, Mitchell 7/8,<br>Stephen, SIS | 3.6 |
| Hullett                                          | 3.5 |
| Downie                                           | 3.4 |



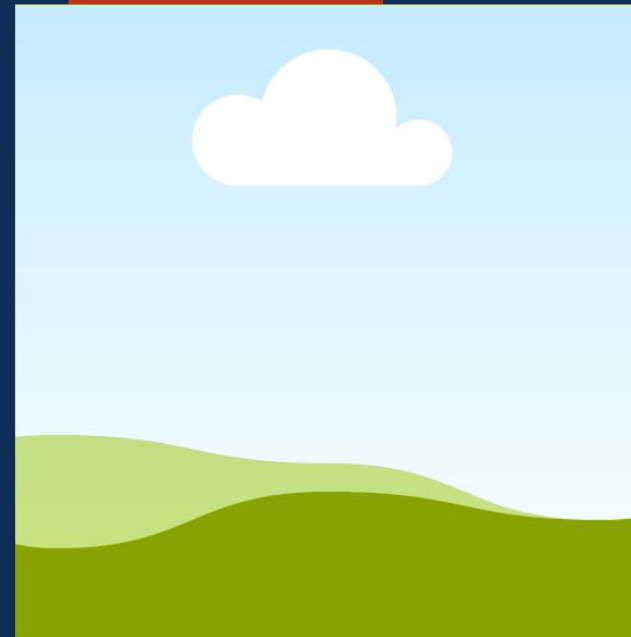
## Support with Parents/Students - Bottom

|                                 |     |
|---------------------------------|-----|
| St. Marys 7/8                   | 2.7 |
| Little Falls, North Easthope    | 2.4 |
| Exeter                          | 2.3 |
| Anne Hathaway, Huron Centennial | 2.2 |
| North Perth Westfield           | 2.1 |



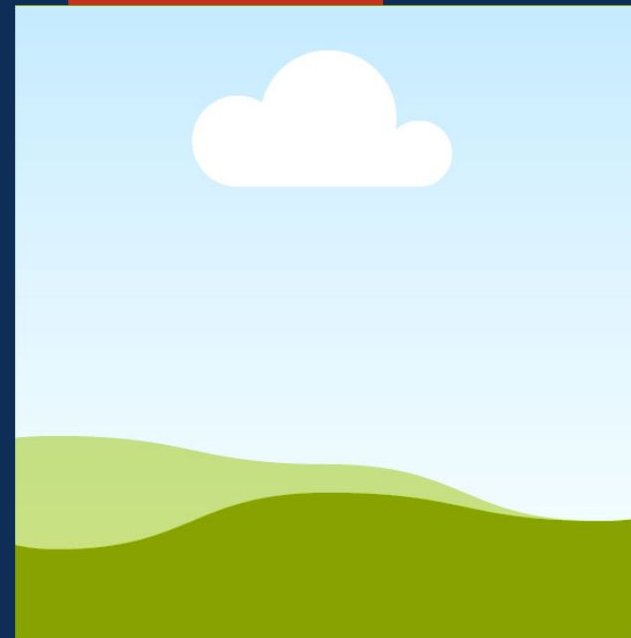
## Treated as Professionals - Top

|                                                      |     |
|------------------------------------------------------|-----|
| Stephen                                              | 4.0 |
| Bluewater Coast, Hamlet, South Perth                 | 3.7 |
| Clinton, Hullett, Listowel Eastdale,<br>Mitchell 7/8 | 3.6 |
| Central Perth, Downie, Maitland River                | 3.5 |
| North Woods                                          | 3.4 |



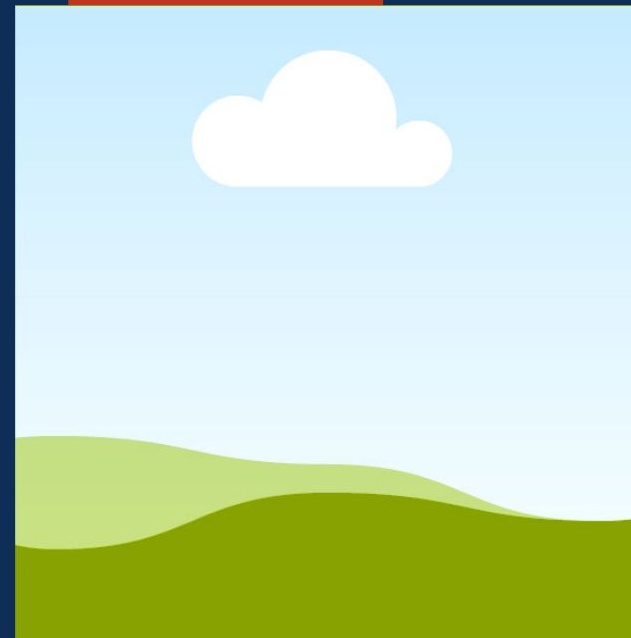
## Treated as Professionals - Bottom

|                       |     |
|-----------------------|-----|
| Elma                  | 2.6 |
| Anne Hathaway         | 2.5 |
| Avon, Brookside       | 2.4 |
| Exeter                | 2.1 |
| North Perth Westfield | 2.0 |



## Respect for Workload - Top

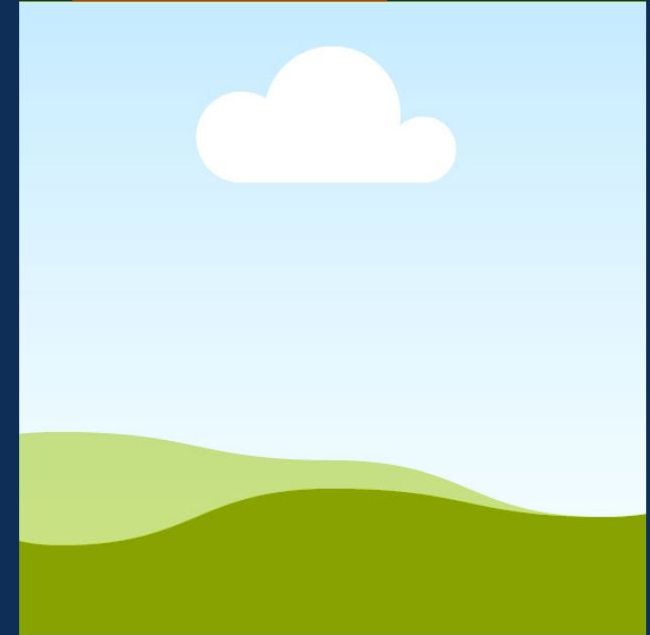
|                                           |     |
|-------------------------------------------|-----|
| Bluewater Coast                           | 3.7 |
| Mitchell 7/8, Stephen                     | 3.5 |
| Listowel Eastdale, Shakespeare            | 3.4 |
| Goderich 7/8, North Woods,<br>South Perth | 3.3 |
| South Huron 7/8                           | 3.2 |





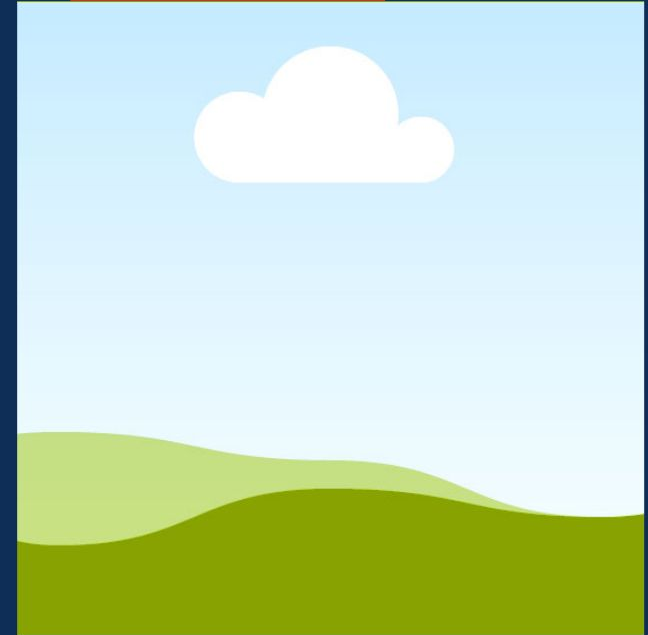
## Respect for Workload - Bottom

|                       |     |
|-----------------------|-----|
| Huron Centennial, SIS | 2.4 |
| Little Falls          | 2.3 |
| Avon, Exeter          | 2.2 |
| Brookside             | 2.1 |
| North Perth Westfield | 1.6 |



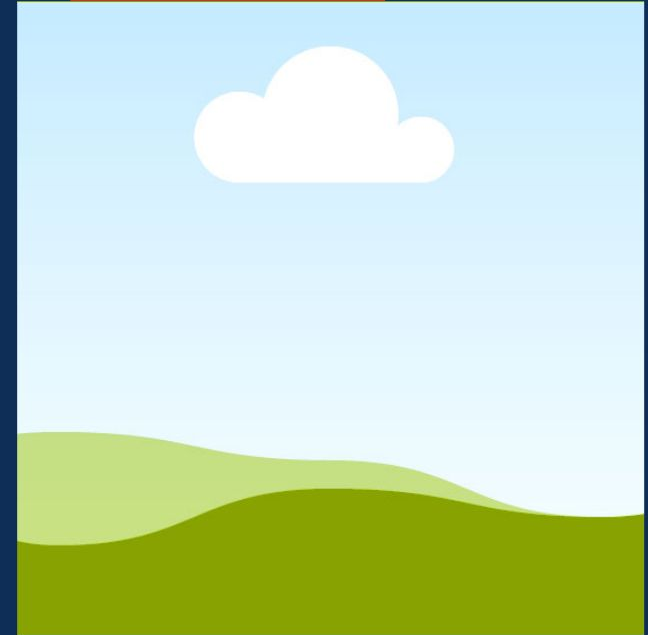
## Cooperation with Staff Concerns - Top

|                                    |     |
|------------------------------------|-----|
| Stephen                            | 3.6 |
| Shakespeare                        | 3.5 |
| Mitchell 7/8                       | 3.4 |
| Central Perth, Downie, Hullett     | 3.3 |
| Bluewater Coast, Listowel Eastdale | 3.2 |



## Cooperation with Staff Concerns - Bottom

|                          |     |
|--------------------------|-----|
| Brookside, St. Marys 7/8 | 2.3 |
| Avon, Little Falls       | 2.2 |
| Huron Centennial         | 2.0 |
| Anne Hathaway, Exeter    | 1.9 |
| North Perth Westfield    | 1.5 |



October 29, 2024

## Smartfind

On April 29, 2019, AMETFO and the Board signed an MOS which noted that the following absences when entered into Smartfind are being acknowledged, rather than approved:

12.07 PA Time, 12.08 Change in Assignment,

21.02 Bereavement, 21.04 Quarantine, Jury Duty, Witness,

22.02 Adoption Leave, 22.05 Partner Leave,

23.01 Inclement Weather,

26.02 Union Release,

32.04 In School PD Committee

October 29, 2024



## Available Days in the CA: Common Questions

Sick Days: 11 + 120

PA Time (aka Report Card writing days): 1.5

Special Leave (NOT personal days): 3

Compassionate days: 2

Bereavement: 5 days (immediate family), 1 day (extended)

Approved Unpaid Days: 3

October 29, 2024

## Other Issues and Updates

- Diagnostic Assessment and Professional Judgement
- Phishing Attempts
- CA Production
- Update Employee Information w/ board

October 29, 2024

## Questions?

- ERS: Preps, Access to ERS Teachers, Who plans?
- Staff Meeting scheduling
- Lost Preps - payback: monitoring
- 3 Days of plans - when does this apply
- Additional Steward Questions