



Ontario Secondary School Teachers' Federation District 16 - York

*Let us not take thought
for our separate interests,
but let us help one another.*



www.d16.osstf.ca

Branch President Resources

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110 Pony Drive, Unit 6
Newmarket, ON L3Y 7B6
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OSSTF/FEESO

Duties of the Branch President

As a Branch President you are the front line representative of the federation to the members in your school. They will look to you for advice and leadership. You are the main link between them and the union structure. Your actions affect their opinion of the entire union. Your willingness to help and counsel your co workers strengthens their commitment to our union. Many questions will arise, and you will not know all the answers. When in doubt, call the D16 office and someone will be able to assist you.

What do you need to know:

Know your contract: As a Branch President, one of your primary roles is to make sure the contract is being followed. The contract sets out the agreement reached between YRDSB and OSSTF. Principals must follow the contract.

Know your workplace: Know the people in your workplace and know your administration. The key to being a Branch President is building respectful relationships with the people in the school.

Know the Board policies: Become familiar with policies some key ones to review are; Respectful Workplace, Inclement Weather Policy, Safe Schools Reporting.

What should you do:

Speak to your coworkers: It is your duty to maintain the provisions of the collective agreement and carry out the general Federation policies when dealing with your administration. This means you are the official spokesperson for your coworkers. You are their voice. A members who feels targeted by harassment or discrimination must be encouraged to speak out, knowing that their concerns will be responded to in accordance with OSSTF policies.

Organize your workplace: You need the support of your coworkers. When new employees arrive at the workplace introduce yourself and explain your role. Let people know who they can be involved with their union.

Keep members informed: You are the direct line of communication to the membership. At the District office we will receive information from Provincial Office and pass it on to you at council meetings. You will receive speaking notes to take back to your membership for the staff meeting. It is also your responsibility to keep the D16 office informed of any concerns coming out of your school.

Work with the administration: Developing an effective working relationship with your administrator is helpful. Meet prior to staff meetings or announcements of major decisions to advise each other of potential problems and work cooperatively to solve or avoid conflicts. Almost everything pertaining to the working environment – staffing, organization, workload is the legitimate business of the union.

*** Most importantly, you are not in this alone. If you are unsure call the office, someone will be here to help you through. Please do not answer if you are unsure of the correct answer. ***



Branch President Month by Month Guide to Tasks & Member Reminders

General

- Understand Management rights and responsibilities
- Collective Agreement knowledge
- Support members
- Workplace Representative Manual
- Excellence in Education Grants
- Monthly APA tracking

September

- In-School Staffing Committee Meeting
- Faith Day submissions to Board
- 40 minute lunch entitlement
- Staff Meeting guidelines
- Attend Branch President Workshop
- Branch Positions filled
- Update member contact information
- TPA notice to teachers
- Student Achievement Awards
- Oct 5th World Teacher Day activities planning
- Report LTO's at school to D16
- Report additional sections to D16
- Report period 1/5 lunches to D16
- Report piercings to D16
- List of NTIP teachers
- Schedules of part time teachers
- Email Council report to D16

October

- Annual Learning Plan
- Take Your Kids to Work Day alternative supervision (1st Wed in Nov)
- Email Council report to D16
- Confirm Staff List for Branch Rebate
- Interim Reports

November

- NTIP teachers
- Email Council report to D16
- Student Achievement Award

- submissions to D16 Office
- Inclement Weather Days policy reminder
- Midterm Reports

December

- Email Council report to D16
- Category Changes to be retroactive to Sep 1st
- Provincial Award Submissions
- AMPA Motions due in January

January

- Exams policies and procedure
- Mark Reporting
- Report Cards
- Email Council report to D16
- AMPA delegate deadline
- Provincial Award Submissions

February

- Staffing cycle begins
- Part-Time to Full-Time or Full-Time to Part-Time
- Update staff lists to d16
- Report LTO's at school to D16
- Email Council report to D16
- Deferred Salary Leaves
- Unpaid Leaves
- AMPA Meeting

March

- Status of Women and Human Rights Scholarship promotion
- AMPA
- Email Council report to D16
- Earth Hour Challenge
- Provincial Award Submissions
- AGM Constitutional Motions due

April

- Staffing Allocation
- Transfers Process
- Unsung Hero submission
- Email Council report to D16
- Education Week planning for early May

- District 16 Status of Women and Human Rights Scholarship applications due
- Category Changes to be retroactive to Jan 1st

May

- Graduation duties of teachers
- Post Branch Election information
- Commencement Award Winner
- Email Council report to D16
- D16 AGM (Annual General Meeting)

June

- Hold Branch Elections
- Exams policies and procedure
- Mark Reporting
- Report Cards
- Email Council report to D16

Resources for Branch Presidents

www.d16.osstf.ca/Resources-For-Branch-Presidents

- D16 OSSTF - Mediation Handbook Role of Branch President - OSSTF Workplace Representative Manual
- Branch President's Role powerpoint
- D16 OSSTF - Seven Stages of Mediation Model
- Branch Election Voting Procedures
- Branch Election Sample Ballots
- Benefits Summary powerpoint
- Leaves Summary powerpoint
- Long Term Disability powerpoint
- Understanding Your Pay Stub powerpoint
- CAREpath powerpoint
- OTIP powerpoint
- Health & Safety Forms and Related Documents

www.d16.osstf.ca/Health-and-Safety

General

Management Rights and Responsibilities:

We report to and take direction from Administration. Do not ask School Support Staff (CUPE members) for advice or information regarding absences, contract, and staff issues. Although support staff are responsible for tracking or reporting we report to Administration.

Collective Agreement:

Keep a copy handy, it will answer many questions.
www.d16.osstf.ca/Collective_Agreement

Member Support:

Make sure members are fairly represented in all dealings with Administration. If you are unsure call the District 16 office.

Workplace Representative Manual:

Refer to this OSSTF manual to review Branch President and member rights and responsibilities.

Excellence in Education Grants:

Assist with the application of an Excellence in Education Grant from your School. BP to sign application.
www.d16.osstf.ca/ExcelEdGrant

September

In-School Staffing Committee (ISC):

Coordinate a meeting of the In-School Staffing Committee to get report from Admin on Sem 1 Staffing

Faith days:

Submit to Board using the BWW by September deadline

Lunch:

Review with staff and Admin. that all members are to be given 40 min uninterrupted lunch. Lunch cannot be during first or last periods without SAC approval.

Staff Meetings:

Max 75 mins (not including OSSTF) First Monday of month (if a holiday then Tues) Members may leave at 5pm. All staff must

attend staff meeting (including part-time) Delivering professional development during the meetings by staff is VOLUNTARY unless it is a part of their job description (ie. Literacy)

Update Member Contact Information:

Collect & confirm home email and contact information and forward to D16 office.

TPA Notice to Teachers:

Administration to advise members in first 20 days if they are scheduled for a TPA during that school year

Student Achievement Awards:

Inform members of the theme and encourage participation
www.osstf.on.ca/studentachievement-towards

Oct 5th World Teacher Day:

Plan activities in your school

Report LTOs:

Report all working LTOs at school to the D16 office

October

Annual Learning Plan:

All teachers (except those being evaluated) must submit an Annual Learning Plan to their Principal by Oct 31. Remind them that www.teachersalp.com is available for their use and meets ministry requirements.

Take Your Kids to Work Day:

Grade 9 teachers may be asked to supervise grade 8's who are coming in to the school on 1st Wed in November. They are not responsible to plan this material. See Board memo:

<https://bww.yrdsb.ca/services/cis/Documents/Communications/Take%20Our%20Kids%20to%20Work.pdf>

November

NTIP:

Check to make sure that all NTIP teachers are only having one evaluation per semester.

Student Achievement Awards:

Branch executive to judge school entries and submit winners in each category to D16 Office by Late Nov due date
www.osstf.on.ca/studentachievement-towards

Inclement Weather Days:

Review Board policy. If a day has been deemed by the Board to be a inclement weather day members must:
-Attempt to make it to work.
-If you cannot then report to your nearest YRDSB school and inform your Administration where you are located.
-If you cannot report to another school then report the absence to STAR and inform their Administration (use the STAR code Inclement Weather) Charged as bucket day.

December

Category Changes to be retroactive to September 1:

Any Certification changes earned prior to September 1st will be paid retroactively provided that the new Certification Rating Statement is filed with the Board by December 31 or, if this is impossible through no fault of the teacher, that a "notice of expected change" along with an explanation of the delay in filing the new Certification Rating Statement is filed with the Board by December 1 of that year.

Failing this, the salary increase shall be made effective on the 1st day of the month following the month in which the new Certification Rating Statement was filed with the Board.

B.1.3

* MoU change to 97th day this year

Provincial Award Submissions

District must submit nomination to Province office by Jan 10 for the following awards.

- Wendall Fulton Award
- Nancy Warrenner Award
- Larry French Award
- Andre Lecuyer Award
- Ray Connolly Award for Journalism

- Amie Newsletter Award

AMPA Motions Deadline:

AMPA Motions, to be considered On Time, must be submitted to the district office in early January

January

Exams:

During exams members are to be in the school on the following days:

- Any days prior to their exams
- Any days their exams are being writing
- Any days they have duty
- Any meetings that may be called by Administration

**Members that do not have exams must be in the school unless granted permission from Admin*

Mark Reporting:

Teachers are given a 48 hour turn around except when exam is on the last day. Exams written on the last day will be due the last day that marks are due.

Report Cards:

Teachers are encouraged to use the Phrase Library provided. They are required to complete learning skills and meet the Growing Success “Learned, Strengths & Next Steps” requirement.

AMPA delegate deadline:

Submit your name or the name of others from your school that would like to attend AMPA in March.

Provincial Award Submissions

District must submit nomination to Province office by Jan 31 for the following awards.

- The Liz Barkley Status of Women Award
- Individual Environmental Award
- Jennifer MacLean Health & Safety Award
- The Lamp of Learning Award

February

Staffing cycle begins:

Make note of dates and deadlines, make sure this information

is shared with members. Refer to www.d16.osstf.ca/Staffing for dates, deadlines, information and forms

Part-Time to Full-Time or

Full-Time to Part-Time:

teachers wishing to go from PT to FT must advise the principal in writing by the end of February

Report LTO’s:

Report all working LTO’s at school to the D16 office

Deferred Salary Leaves:

Applications DSLs are due to the board by March 1st. Maximum 4 in a career. Minimum 2 years between leaves.

Unpaid Leaves:

Applications for Unpaid Leaves is due to the board by March 1st.

March

Status of Women and Human

Rights Scholarships:

Promote Scholarship applications in school

AMPA (Annual Meeting of Provincial Assembly):

First weekend of March Break

Earth Hour Challenge

Coordinate your school participation in the D16 Earth Hour Challenge. Winning school received an Environmental Scholarship Award for a graduating student & \$250 for a staff social event.

www.d16.osstf.ca/EarthHour

Provincial Award Submissions

District must submit nomination to Province office by dates in April for the following awards.

- Bob Brooks Award - Apr 1
- Norm Snyder Award - Apr 12
- Bargaining Unit Environmental Award - Apr 15

AGM Constitutional Motions:

Motions to change the District Constitution must be submitted to the District Office by the Deadline in late March.

April

Staffing Allocation:

- BP and Principal will attend the Staffing Allocation meeting
- Transparency in the staffing process is ensured by the Principal sharing information and decisions with the ISC. NOTE: All discussions of ISC are confidential.

** Their is no seniority by department*

Transfers Process:

Make sure people are aware of the transfer process.

www.d16.osstf.ca/Staffing

Unsung Hero submission:

Branch Executive, with staff, select and submit a recipient by the late April deadline to the D16 office

www.d16.osstf.ca/unsunghero

Education Week:

Plan/coordinate activities for Education Week in early May

www.d16.osstf.ca/educationweek

District 16 Human Rights and Status of Women Scholarships:

Applications due to district office by deadline in late April

Category Changes to be retroactive to Jan 1st:

If a member took an AQ from Sep 1 to Dec 31 they have until the following May 1st to provide their new Certification Rating Statement to the board to be eligible to receive the increase retroactive to January 1st. CA B.1.4.1

May

Graduation duties:

Members are required to perform duties normally associated with graduation of students. Members are expected to be at Grad however if they are unable to attend they should let their Admin know.

OSSTF Commencement Award

Winner: Branch executive use criteria to select and submit a graduating student winner by the deadline to the D16 office www.osstfd16.ca/commencementaward

District 16 Annual General Meeting:

Meeting:

Usually the 2nd Wednesday of May

June

Exams:

During exams members are to be in the school on the following days:

- Any days prior to their exams
- Any days their exams are being writing
- Any days they have duty
- Any meetings that may be called by Administration

**Members that do not have exams must be in the school unless granted permission from Admin*

Mark Reporting:

Teachers are given a 48 working hour turn around except for exams on the last day. Exams written on the last day will be due the last day that marks are due. Some adjustments may be made to facilitate commencement.

Report Cards:

Teachers are not required to write their own comments and are encouraged to use the Phrase Library provided.

They are required to complete learning skills and meet the Growing Success "Learned, Strengths & Next Steps" requirement.



Anti-Harassment Policy

A shorter version of OSSTF/FEESO's anti-harassment policy to be read before meetings

Anti-Harassment Statement

Let us not take thought for our separate interests, but let us help one another.

A member of OSSTF has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are always unacceptable.

As members of OSSTF, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion.

OSSTF is committed to strengthening member solidarity and takes seriously its own responsibility to ensure that members are treated with respect and dignity at all provincially sponsored OSSTF events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF Policies and Bylaws and the Resolution and Complaint Procedure, as approved by AMPA.

@D16OSSTF

www.facebook.com/District16OSSTF

Ontario Secondary School Teachers' Federation

District 16 - York Region

110 Pony Drive, Unit 6, Newmarket, ON L3Y 7B6

Tel 905-836-5954 Tel 416-324-3277 Fax 905-836-6210

www.d16.osstf.ca



Branch President Handbook 2017



OSSTF/FEESO

What Can I Do with my Branch Rebate?

Each year OSSTF issues each Branch a rebate to be used for their members. There are also Member Engagement funds that each Branch can apply for to increase engagement at their site. Provided below are some ideas of ways each Branch could use these funds:

1. World Teacher Day (coffee and baked goods in the morning)
2. In June, have a coffee and bakery morning to introduce the new school OSSTF Branch Executive
3. When morale is starting to fall in the school do a morning breakfast to try and brighten the spirit
4. OSSTF branded/labeled coffee brewers (K-Cup, Tassimo) with a "Courtesy of OSSTF" sticker on the front
5. Purchase OSSTF lanyards for keys (contact D16 Office for assistance with ordering)
6. Offer to sponsor a department potluck (ex-\$25 per department)
7. OSSTF t-shirts or clothing for all staff to wear on Friday's
8. Offer a collective agreement refresher session and provide food at the session
9. Every other week have a draw for a \$5 Tim Hortons, Starbucks, etc gift card (something to look forward to)
10. Coffee station in the staff room for members on Parents' Night (with a courtesy of OSSTF sign)
11. Weekly 'Collective Agreement Trivia Contest'. Leave a weekly question on the OSSTF bulletin board with an answer box where members can write their name and answer for a weekly prize or \$5 gift card
12. Family bowling or skating event
13. Family movie night where the rebate pays for 50% of the ticket
14. Post report card submission get-together at a restaurant. Pay for the appetizers for the group
15. Staff meeting snacks/beverages
16. Small gifts inside each members mailbox (chocolates, candy, pen/pencil, pins, etc)
17. Contribute to the sites potlucks or Friday snack days
18. Order Pizza and invite the District Executive to come for a visit/meeting
19. Member social at local establishment and pay for the snacks or appetizers
20. Purchase a portable sun shelter with the OSSTF logo on it for outdoor events at your site.



OSSTF/FEESO

Quick Answers to Frequently Asked Questions?

| Question | Answer |
|--|--|
| Can an Administrator... | |
| Change my work schedule without a consultation? | Yes |
| Put me under review without notice? | No (TPA proces must be followed) |
| Force me to do additional work activities? | Depends, if in doubt contact D16. If unsure, do the duty and then speak to your BP. |
| Evaluate me any time they want? | No (TPA proces must be followed) |
| Can a member... | |
| File a grievance against employer? | No, all grievances are owned by D16. Decisions of the Grievance Committee can be appealed by the member. |
| Do work they are not qualified for? | As long as it is not in a restricted subject (technology, special education, languages) |
| Do work done by another bargaining unit? | If ordered to, do the work under protest, then speak to your BP and call D16. |
| Leave the worksite during unassigned time? | Lunch- Yes. APA Period- no, unless you have discussed with Principal and used the YAPA code. |
| Take a personal sick day for anything other than personal medical? | No |
| Dismiss a class before the period ends? | No |
| Does a member have to... | |
| Report suspected child abuse(s)? | Yes, directly to CAS if student under 16 y.o., as per Child and Family Services Act. If 16 or over, report to Administration right away. |
| Carry out duties as assigned by Admin? | Yes, if there are issues contact D16 |
| Go on field trips? | No |



Services Available to Members

Benefits

OSSTF has created a comprehensive benefits program. For specific coverage questions, please download the Benefits booklet from OTIP. All benefits questions should be directed to OTIP at 1-866-783-6847

Certification

All certification is done through Provincial Office. Phone: 416-751-8300 www.osstf.on.ca/services/certification.aspx

Ontario Teachers Insurance Plan (OTIP)

OTIP (Ontario Teachers Insurance Plan) is committed to providing quality insurance benefits and advice for the best value. We will accomplish this through product and service excellence to meet the unique needs of Ontario's education employees and our insured members.

OTIP is a non-profit organization directed by a Board of Trustees consisting of two representatives from each of the four education affiliates: AEFO, ETFO, OECTA and OSSTF. As a non-profit trust, OTIP serves education employees and other union groups, tailoring products and services to meet their specific needs. OTIP has seen tremendous growth, not only in terms of staff and membership, but also in the expansion of the products and services that are offered. These include life, long term care, home and auto, identity theft, retiree health, travel and dental.

Services Offered through OTIP

1. **CarePath** - CAREpath™ provides support to those diagnosed with cancer. CAREpath delivers a knowledgeable advice, information and support program. We help individuals to understand their diagnosis, provide information on tests and results and advise and recommend possible treatment options. We guide our clients to the right treatment, at the right time and at the right place. Our team provides the support to reduce the physical and emotional impact of a cancer diagnosis. The CAREpath team follows the most up-to-date guidelines for cancer treatment and care, to ensure the best possible outcomes.
2. **FeelingBetterNow**® is a Web-based mental health care program designed to assist in the prevention, early diagnosis and ongoing management of common emotional and mental health issues. The College of Family Physicians of Canada has reviewed and approved FeelingBetterNow® as a practice management tool available to assist family physicians in patient care.

EdVantage - Teacher Discounts

Edvantage offers great rewards and discounts to education employees and their families through partnerships with retailers and businesses throughout Ontario. OTIP administers Edvantage on behalf of your teachers' association. Through continued support from our partners, Edvantage is able to offer great discounts, special offers and contests to you, our valued members.

Conference Funding

District 16 is committed to the professional learning of our members. Each year we offer funding for workshops and conferences. You can apply for Conference Funding by completing the Conference Funding/Training Request form which is available at www.d16.osstf.ca/Conference-Funding. The maximum amount paid per conference is \$100.00

Health and Safety

All workers have the three basic rights. You have the right to KNOW about hazards in the workplace. You have the right to PARTICIPATE with the employer (the Board) in health and safety activities, through the Teachers' Joint Occupational Health and Safety Committee (JOHSC). You also have the right to REFUSE work you believe is dangerous to your health and safety, after ensuring your students are in a safe location. Your D16 Health & Safety Officer, Scott West, completes yearly inspections of your school, investigates teacher accidents and workplace concerns, reports workplace accidents, hazards and dangers, assists in resolving work refusal cases, and recommends corrective actions. If you have any Health and Safety concerns please contact Scott West at scott.west@osstfd16.on.ca

(con't) Services Available to Members

Posaction Plus

In an ideal world, all our experiences would be happy ones. However, as much as we may aspire to good physical and mental health, sometimes we have difficulty resolving certain problems that can affect our well-being. The Posaction® Plus assistance service, offers workers and their spouse and dependants professional support by guiding through a problem-solving process. Posaction Plus helps individuals overcome their problems so they can get back to feeling like themselves again.

EXAMPLES OF SITUATIONS COVERED BY THE SERVICE:

- You are having trouble managing your stress.
- You are having trouble producing the same amount and quality of work as before.
- You are having trouble handling your responsibilities.
- Your personal problems are preventing you from functioning normally.
- You often feel overwhelmed by events.
- You are becoming more irritable for no apparent reason.
- You are feeling less energetic.
- You tend to see only the negative side of situations.
- Your motivation at work isn't what it used to be.
- You are away from work more frequently due to illness.
- Confidential psychosocial assistance service
- Problem-solving services to help improve your health and well-being
- Free access to professional resources
- An appointment for face-to-face psychosocial counselling within a few days of your call
- Assistance available 24/7 to help you resolve work-related, personal, family or dependency problems



1-800-668-0193

OTIP LTD Insurance Contact # 48054-902

Excellence in Education Grant

Each year the District 16 OSSTF Excellence in Education Committee provides grant money for projects that showcase the abilities and accomplishments of secondary school students in York Region within the community. \$250 has been allotted for each school. If multiple applications are submitted from a school, the Excellence in Education Committee may divide the money among the different projects based upon the monetary needs of the project as well as the suitability of the project within the criteria for the Excellence in Education grants.

Any grant money remaining in the budget after May 1st may be distributed to projects from other schools. Those schools that apply for extra money will need to reapply to be eligible for any remaining money.

The main goal of the Excellence in Education Committee is to support and promote the outstanding work and abilities of the secondary students of the YRDSB within the community.

If you require more information or have a question, please contact blair.vowles@osstfd16.on.ca or visit: www.d16.osstf.ca/ExcelEdGrant

Ontario Secondary School Teachers' Federation

District 16 - York Region

110 Pony Drive, Unit 6, Newmarket, ON L3Y 7B6

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www.d16.osstf.ca

D16 OFFICE TEAM PORTFOLIOS 2017-2018

Sandy Glassford
sandy.glassford@osstfd16.on.ca
President

- Media Communications
- Grievances
- Political and Public Relations
- IB/AP Issues
- Liaison to Provincial Office
- Provincial Council
- Faith Days
- Human Rights Tribunal inquiries
- SAC (Staffing Advisory Committee)
- Inter-union Liaison (Local)
- GTA District Bargaining Unit Liaison

Duties Shared by all Office Staff

- Member Support
- Mediation
- Progressive Discipline
- Branch President Support
- Respectful Workplace
- Unpaid Leaves
- Board Policy and Procedures
- CAS Cases

Muna Kadri

muna.kadri@osstfd16.on.ca
1st Vice President

- OT Issues
- TPA (Teacher Performance Appraisal)
- NTIP (New Teacher Induction Program)
- OSSTF PA Day
- A&E Committee
- DSP (Deferred Salary Plan)
- SAC (Staffing Advisory Committee)
- Constitution & Bylaws
- Executive & Council Chair

District 16 - YORK REGION

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Office Supervisor **Daniela Miele**



Blair Vowles

blair.vowles@osstfd16.on.ca
CPAC & Excellence in Education Chair

- Communications (Signal, District Website, Facebook, Twitter)
- Political Action (Elections, Labour Council, OFL, CFL)
- Excellence In Education (Grants, Student Achievement Awards)
- Member Engagement
- OSSTF PA Day
- York U Teacher Ed Liaison Committee
- Benefits
- Student Success Committee

Scott West

scott.west@osstfd16.on.ca
Health and Safety

- School inspections
- H&S concerns of Members
- WSIB/Disability Management
- Safety Plans

Gerry Harrison

gerry.harrison@osstfd16.on.ca
District Executive Officer

- Sick leave
- Benefits
- Disability Management
- LTD
- Leaves –Mat Leave and others
- Wellness – resources for mental health
- Benevolent
- Office Use/Bookings/Refreshments/ Catering
- Expenses/Reimbursements
- Grievances – (with Grievance)



OSSTF/FEESO

Facts and Forms for H&S

When you get asked or you yourself have the following questions, here are the form names and the links:

1. *There is a chance that I may encounter a student that has a history of violence that is not in my class.*

Notification of Risk of Injury

- Students with IEP and Safety Plan:

<https://bww.yrdsb.ca/boarddocs/Documents/FOR-NotificationofRisk-A.pdf>

- Students with IAP (no Safety Plan):

<https://bww.yrdsb.ca/boarddocs/Documents/FOR-NotificationofRisk-IAP.pdf>

2. *I have injured myself at the workplace.*

Employee Accident/Incident Report Form

<https://bww.yrdsb.ca/boarddocs/Documents/FOR-healthandsafety-540-02.pdf>

- 3A. *A student has committed an act that they could be suspended or expelled for.*

Safe Schools Incident Reporting Form- Part I

<https://bww.yrdsb.ca/boarddocs/Documents/FOR-SafeschoolsincidentreportingP1.pdf>

- 3B. *When should I get the response from Administration for filling out Part I*

Safe Schools Incident Reporting Form- Part II

<https://bww.yrdsb.ca/boarddocs/Documents/FOR-SafeschoolsincidentreportingP2.pdf>

4. *I know of a H&S concern in my workplace and it is not being followed up on.*

OSSTF Accident Concern Form

<http://www.d16.osstf.ca/committees/health-and-safety.aspx>

5. *I have been exposed to a substance and am concerned about my future health.*

Worker Exposure Incident Form

<http://www.d16.osstf.ca/committees/health-and-safety.aspx>

6. *Due to a Health and Safety risk I do not feel comfortable completing my job duties.*

Concern/Work Refusal Form

<https://bww.yrdsb.ca/boarddocs/Documents/FOR-healthandsafety-540-01.pdf>

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