



March 2020

## HEALTH AND SAFETY INFORMATION FOR MEMBERS DURING COVID-19 PANDEMIC

Greetings Members,

In these unprecedented times, with the Covid-19 pandemic we understand that many of you may have concerns surrounding what health and safety precautions should be taken in your Workplace.

As each Member's situation is different and may require a more specific approach to be taken, we encourage all Members to err on the side of caution, and speak with your Steward Co-Ordinator or Health and Safety representative before engaging in any work that you feel is unsafe. It's also important to remember that if you feel that you have been exposed to someone or something at your workplace, in which you have potentially contracted an illness from, to complete the Occupational Illness reporting form found on the TDSB website under Health & Safety. As an added precaution, we encourage Members to fill out the Workers Exposure Incident Reporting Form (3958A) that can be found on the TDSB website under WSIB forms. See the attached document to access the TDSB forms.

Below are some examples of questions that you may want to ask yourself before starting work:

- 1) Have I received all the information & Personal Protective Equipment (PPE) that I need to work safely?
- 2) What added safe guards are in place to ensure my safety and others around me?
- 3) What's the procedure to follow if I come into contact with someone showing symptoms of an illness?

These questions should be directed to your immediate supervisor before starting work, if you don't receive a clear answer you should always remember that **you have the right to refuse unsafe work** in accordance with section 43 of the Ontario Health and Safety Act (OHSA). See the attached TDSB Appendix A document for the work refusal flow.

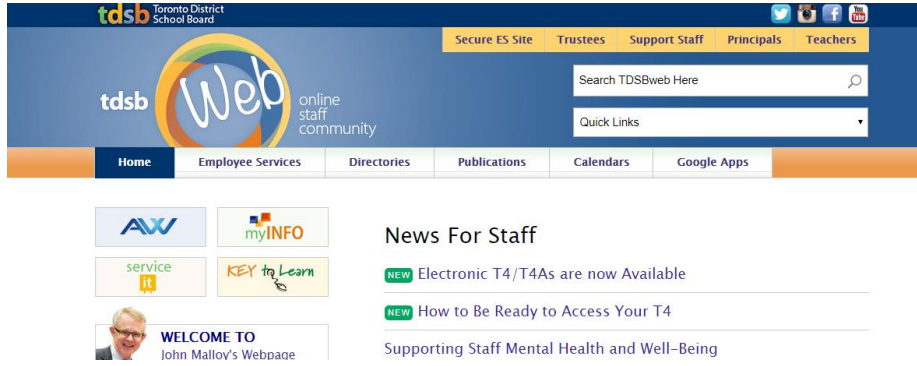
If you find yourself in this situation please contact your Union representative to assist in the process (see page 4 for contact information).

Stay well!

Jason Ramsay  
Health and Safety Committee Chair

To access TDSB Incident Reporting Forms:

TDSB login is required – once at the home page – hover on Employee Services – to access the drop-down menu -



Health and Safety will be an option on the drop down menu -



Click on Health and Safety to access the Health and Safety page:

Printable Page

## Welcome to Occupational Health & Safety (OH & S)

[News about the Coronavirus](#) **new**

[Employee's Report of a Workplace Violent Incident \(ERWVI\)](#) **new**

At this time, the ERWVI must be done through a TDSB board computer and can be done using Chrome , Explorer, Firefox etc. If you cannot complete the report on your first attempt, please restart your computer and try again.

### EpiPen Safety Information

PfizerCanada has advised Health Canada that in a very small number of cases, some EpiPen and Epi Pen Jr auto injector devices may not slide out of their carriertube easily or at all. [Click here](#) for more information.



[Joint Health & Safety Committee Meeting \(JHSC\) >](#)  
*View Joint Health & Safety Committee meeting minutes*

### Principal 911

[Click here](#) for the communication sent to principals reminding them to reviewand update their emergency/evacuation plans. [Principal 911 flip chart](#)



[OH & S Reporting Forms >](#)  
*File a Report of Accident/Injury and/or Report of Workplace Violence Incident*

### Updated Bleach Communication

[Click here](#) for the updated guidelines regarding the usage of bleach in



[OH & S Bulletin Board >](#)

Click on OH & S Reporting Forms – all of the forms needed are located here.

**Appendix A:**

# Work Refusal Flowchart

## First Stage

Worker reason to believe work likely to endanger him/herself



Worker immediately reports refusal to their Team Leader or Supervisor.

Worker may also advise the JHSC worker representative and/or management representative.

Worker shall be provided a safe place. Worker is not to leave the workplace, during the investigation.



Team Leader investigates in the presence of the worker and the worker JHSC safety representative.



### Issue Resolved

Worker goes back to work.



### Issue Not Resolved

proceed to the second stage.



## Second Stage

With reasonable grounds to believe work is still unsafe, worker continues to refuse and remains in safe place. Worker is not to leave the work place.

Worker, employer or someone representing worker or employer calls the Ministry of Labour (MOL).



MOL Inspector investigates in consultation with the worker, safety representative and Team Leader or Supervisor or management representative.\*



MOL Inspector gives decision to worker, management representative/supervisor



Employer makes changes if required by Inspectors order.

Worker returns to work.

### Health & Safety Inspectors

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