



January 2022

## 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 Occupational Health and Safety Act (OHSA). See the attached TDSB Appendix A document for the work refusal flow.

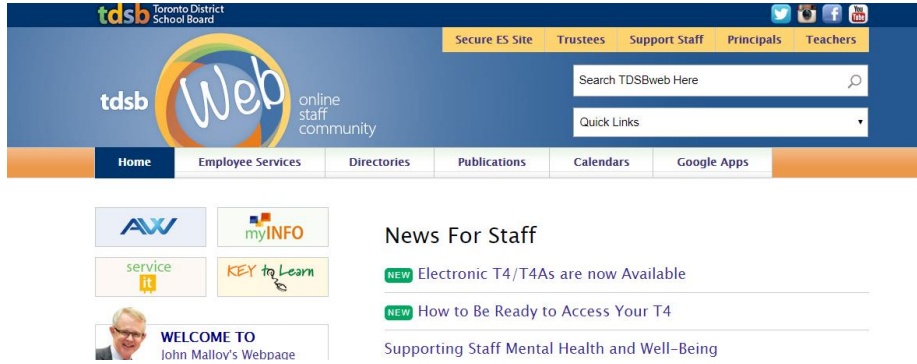
If you find yourself in this situation please contact your Union representative to assist in the process (see page 4 for contact information).

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.

**UNIT B CONTACTS**

Vice-President: 416-393-0440	Terri Preston	Extension 240 – terri.preston@cupe4400.org		
Steward Co-Ordinators		Area		Contact
Phyllis Boosalis	phyllis.boosalis@cupe4400.org	North		647- 822-0957 (Greek)
Miguel Lima	miguel.lima@cupe4400.org	East		647- 269-2950 (Spanish)
Hellen Yousufzai	hellen.yousufzai@cupe4400.org	West		416- 873-8562 (Spanish)
Lisa Skeete	lisa.skeete@cupe4400.org	South		647- 403-8243

**UNIT C CONTACTS**

Vice-Presidents: 416-393-0440	Anna Hutchison	Extension 240 - anna.hutchison@cupe4400.org				
	Ondina Veiga	Extension 234 - ondina.veiga@cupe4400.org				
Steward Co-Ordinators		Area				Contact
Mara Boedo	mara.boedo@cupe4400.org	NE3	NE4	NE5	NE6	647-822-1539
Ian Byrd	ian.byrd@cupe4400.org	SE1	SE3	SE4	SE6	416-457-3705
Marie Coulter	marie.coulter@cupe4400.org	SW4	SW5	SE2	SE5	416-660-6004
Bonnie Dineen	bonnie.dineen@cupe4400.org	SW1	SW2	SW3	SW6	647-408-4618
Cherill Hiebert	cherill.hiebert@cupe4400.org	NW3	NW4	NE1	NE2	416-885-4687
David Spek	david.spek@cupe4400.org	NW1	NW2	NW5	NW6	416-454-1672

**UNIT D CONTACTS**

Vice President: 416-393-0440	Dave Smith	Extension 237 – dave.smith@cupe4400.org		
Steward Co-Ordinators		Area		Contact
John McDougall	john.mcdougall@cupe4400.org	LC 1		647-216-1583
Duane Kennedy	duane.kennedy@cupe4400.org	LC 2		647-501-4198
Glen Amiro	glen.amiro@cupe4400.org	LC 3		647-216-1950
John Douglas	john.douglas@cupe4400.org	LC 4		647-501-3159

**HEALTH AND SAFETY INSPECTORS**

Jason Ramsay – Chair	jason.ramsay@cupe4400.org	647-204-4590
Sherry Byrne (Area: LC3 – SE)	sherry.byrne@cupe4400.org	647-822-0978
Andrew Duke (Area: LC4 – SW)	andrew.duke@cupe4400.org	647-501-3687
Ahmed Pahad (Area: LC2 – NE)	ahmed.pahad@cupe4400.org	647-500-3849
John Sapico (Area: LC1 – NW)	john.sapico@cupe4400.org	416-995-3122
Saad Shaikh (Area: LC2 – SW)	saad.shaikh@cupe4400.org	647-500-4301
Nathan Zhu (Area: LC1 – NW)	nathan.zhu@cupe4400.org	416- 995-7622

**WSIB REPRESENTATIVES**

Darrell Day	darrell.day@cupe4400.org	416-898-5591
May Smith - Chair	may.smith@cupe4400.org	647-500-6738 Office 416-393-0440 Ext. 261