

# Okanagan Skaha Teachers' Union

## Violence in the Workplace - Reporting Procedures

As a member of the Okanagan Skaha Teachers' Union, should you be threatened with violence or physically attacked while at work, the following procedures should be implemented immediately:

1. Notify your supervisor (principal or vice-principal) as soon as it is practically possible and in no more than 72 hours from the time of the incident. Also notify your school staff rep and the school teacher safety rep so that they can assist you in filing a report.
2. Complete the School District # 67 (Okanagan Skaha) Violence in the Workplace Report Form from the top down to and including the "Actions Taken" section and submit to your supervisor (principal or vice-principal). This form should be available at the school office and is also available on the OSTU website under Health and Safety.
3. If you suffered an injury due to the incident immediately fill out a WorkSafeBC Form 6A "Worker's Report of an Injury or Occupational Disease to the Employer" and make copies for the employer, the Union office, yourself, and send the original in to WorkSafeBC. Submit a copy of the form to your supervisor and the OSTU office immediately it is completed and copied. You may seek assistance in completing this form and filing a WCB claim by calling The Workers' Advisers Office in Kelowna at 1-866-881-1188. The WorkSafeBC Form 6A should be available at the school office and is available on the OSTU website under Health and Safety.
4. If you have suffered an injury due to the incident including post traumatic Stress symptoms seek medical assistance immediately and inform the doctor that this is a work related illness or injury so that he/she will fill out the appropriate WorkSafeBC forms.
5. Should you require a medical leave you should fill out a WorkSafeBC Form 6 "Application for Compensation and Report of an Injury or Occupational Disease" and submit it to WorkSafeBC. It should be copied with a copy sent to the Union office and a copy kept for yourself. The WorkSafeBC Form 6 is available on the OSTU website under Health and Safety.
6. As soon as practical your supervisor (principal or vice-principal) should meet with you to complete the School District # 67 (Okanagan Skaha) Violence in the Workplace Report Form including the recommendations for preventing another occurrence of violence. You must sign the form indicating you have read the completed form. You do not have to agree with the recommendations. If you believe the recommendations are not adequate to prevent another occurrence of violence then contact the Union office and phone WorkSafeBC to express your concerns and to seek advice. Our regional office phone number is toll free: 1-888-922-4466.
7. In the case of injury the employer is required to fill out WorkSafeBC Form # 7. Once the form has been reported to WorkSafeBC, as an injured worker you can request copies of documents in your file including the WorkSafeBC Form 7. You may also request that the employer provide you with a copy but they may not have to comply with the request.
8. PLEASE BE SURE TO KEEP THE UNION OFFICE AND YOUR STAFF REPRESENTATIVE UP TO DATE ON DEVELOPMENTS AS THE REPORT IS PROCESSED!!!
9. Once filed the report should be taken to the Schools Safety Committee to be reviewed regarding the recommendations and if necessary additional recommendation made.