

CUPE·218

DURHAM EDUCATION WORKERS

JANUARY 2016 NEWSLETTER

MEMBERSHIP MEETING

CUPE LOCAL 218 HALL

7:00 P.M.

SUNDAY, JANUARY 24TH, 2015

2080 WENTWORTH ST.

WHITBY, ONTARIO



ELECTIONS

**ELECTIONS WILL TAKE PLACE AT THE
JANUARY 24TH, 2016 GENERAL MEMBERSHIP
MEETING FOR THE FOLLOWING POSITIONS:**

1 TRUSTEE – 3 YEAR TERM (Jan 2016 - Dec 31, 2018)

3 EDUCATION COMMITTEE MEMBERS – 2 YEAR TERM (Jan 2016 - Dec 31, 2017)

SOCIAL COMMITTEE MEMBERS – 2 YEAR TERM (Jan 2016 - Dec 31, 2017)

4 BI-LAW COMMITTEE MEMBERS – 2 YEAR TERM (Jan 2016 - Dec 31, 2017)

**2 CUSTODIAL/MAINTENANCE STEWARDS FOR THE PUBLIC BOARD – 1 YEAR TERM
(Jan 2016 - Dec 31, 2016)**

**2 PUBLIC BOARD CUSTODIAL MAINTENANCE STEWARDS - 1 YEAR TERM
(Jan 2016 - Dec 31, 2016)**

**THE ELECTIONS WILL BE HELD AT THE CUPE
HALL, 2080 WENTWORTH STREET, WHITBY, ON**

PRESIDENT'S MESSAGE

JANUARY 2016

Dear Sisters and Brothers,

Welcome back! I hope everyone had a safe and relaxing Christmas break; as always, it never seems long enough.

Tentative agreements have been reached with all three bargaining units at the Catholic Board. If you have had the opportunity to visit our website, a joint communiqué between the Catholic Board and Union is available there.

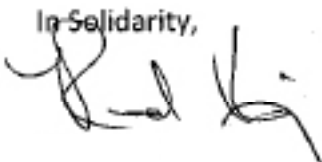
I would like to thank the respective bargaining teams for their dedication and determination in achieving the tentative agreements prior to Christmas break. Ratification votes will be taking place the week of January 25th, 2016. Please see the attached notice.

Bargaining is progressing with Durham Public. We have many dates scheduled through January, February and March. We are hoping to get more dates sooner than later.

I have had questions regarding our first increase, which is the 1% lump sum payout. The lump sum is payable on February 15th, 2016 or thirty days after the ratification of local agreements – whichever is later.

The Charter Challenge was heard December 14th to the 22nd. The case continues and could take anywhere from six months to one year for a decision; once a decision is made, the case can be appealed to the Supreme Court of Canada by either party.

Our next general membership meeting will be held at the CUPE office on Sunday, January 24th, 2016 at 7 pm. Please plan to attend.

In Solidarity,


ROD KING

President CUPE Local 218

2080 Wentworth Street, Whitby, ON, L1N 8W9

Phone Number: 905-571-7879 Toll Free: 1-877-571-0218

Fax Number: 905-571-4102

Email: office@cupe218.ca Website: www.cupe218.ca

CUPE-218

DURHAM EDUCATION WORKERS

RATIFICATION VOTES CATHOLIC BOARD

MONDAY, JANUARY 25TH, 2016
custodial/maintenance unit
10:00 am – night shift workers
5:00 pm – day shift workers

TUESDAY, JANUARY 26TH, 2016
secretarial/clerical/technical
5:30 pm

THURSDAY, JANUARY 28TH, 2016
educational assistants
5:00 pm

**ALL THE RATIFICATION VOTES WILL BE HELD AT THE
CUPE HALL, 2080 WENTWORTH STREET, WHITBY, ON**

VICE-PRESIDENT'S MESSAGE

JANUARY 2016

Welcome to the New Year! It's already proving to be a busy one. Tentative Collective agreements have been reached at the Durham Catholic Board, and the ratification votes will be taking place before the end of the month. Please check the website, and your own cupe218 email site for updates on when the meetings will take place. Again, if you haven't registered and aren't receiving mail from us, please phone the office and ask to speak to Sue Wilkinson for help doing so.

Negotiations are continuing at the public board. The dates haven't been as frequent though... although now that ETFO has tentative settlements we are hoping that we will be able to move a little quicker.

Please plan on attending the next General Membership Meeting to be held at 7PM Sunday January 24th, 2016 at the CUPE office, 2080 Wentworth St. Whitby.

Disability Reminder: Report it, if you are hurt at work. Let the union know. Keep the union up to date on medicals, form 7s, form 8s...the paperwork you know you filled in, the paperwork you don't know how to fill in...KEEP US INFORMED. What you give to the employer, give to the union. That way, when we are at a meeting representing you, we have the same information as the employer and can help you.

Most union reps work well without paperwork, BUT WE WORK BETTER with it. Just sayin'!!!!

In Solidarity,

MARION MOORE

Vice President and

Disability Rep. for CUPE Local 218

mmoore@cupe218.ca

905-571-7879

Website: www.cupe218.ca



DISABILITY MANAGEMENT

I would like to take this opportunity to wish you all back and I hope you had a wonderful holiday.

As of January 4, 2016 Brother Gibbs will be on a special leave to work out of the CUPE Office. While on leave, some of his time will be spent helping out and training in Disability/WSIB. We are hoping with Brother Gibbs as well as Sister Richards assistance it will allow us to get caught up around appeals etc...

If you are unfortunate and sustain a work place injury please read the following and as well contact the CUPE Office.

As repeated in previous News Letters:

If you are called to a meeting regarding WSIB or Disability Management please contact the Union to notify your WSIB/Disability Management Representative. Do not attend these meetings by yourself. Also, if the employer gives you a medical to have filled out please notify the CUPE Office before you take it to your doctor. Wording of the medical is very important and may not be in your favour to support you being off or returning to work.

When reporting an accident or injury please notify the employer/supervisor, as well as the Union. It is equally important to notify the union. Delays in reporting could result in a worker not receiving monies and or benefit entitlement. If you have an accident and cannot reach your supervisor call the Board office at the earliest possible time and if no answer leave a voice message of time and date of accident and where you can be reached. Also, seek medical attention right away. If you cannot get into see your family doctor that day, then go to emerge or a walkin-clinic.

Also, any medical or documentation you receive from/or need to submit to either the employer or WSIB please share this info with the union as well. We want to provide the best representation possible and by not sharing this information prevents the union from doing so. Due to the unions workload the onus must be on the employee to provide us this information especially in regards to time limits.

STEPS TO FOLLOW IN CASE OF INJURY

1. REPORT ANY INCIDENT IMMEDIATELY

You should report all accidents/incidents immediately and give a detailed explanation to the employer/supervisor and your union representative soon as possible.

• Report the injury properly

- where it occurred
- When it occurred
- Type and cause of injury
- Full names of any witnesses

• **Be consistent in your reports**

Consistency in reporting is extremely important. You may have to report your injury/incident many different times, for example to first aid, the WSIB, a supervisor or manager, hospital admittance, an emergency room doctor or specialist, etc. The Workplace Safety and Insurance Board will receive a copy of every one of these reports, so it is important that each report contain the same information.

Some injuries do not take effect on the body until later that evening, the next day, or possibly the next week. Therefore, it is critical to report and document all accidents/incidence.

2. MAKE NOTE OF ANY WITNESSES

Ask any witness to the accident/incident to write down what they saw. They should include the time and date on their statement and they should also sign it. This is acceptable proof of an injury and especially important if the injury is not visible or if there is a delay in reporting. In most situations, the onus is on the injured worker to prove that the injury “arose out of and in the course of employment.”

3. SEE A DOCTOR

Once you have made your report, see your family doctor, a walk-in clinic, emergency etc... as soon as possible after the accident/incident (the day of injury is recommended)

4. INFORM YOUR UNION REP

Your WSIB Representative at the union office would like to check your Form 7 for errors. Mistakes in your wages or other incorrect information could cause problems with your claim. You should send a copy of your Form 7 to the union office as soon as possible if you believe information is not correct. The union will then contact the employer to discuss the errors.

5. LET PEOPLE KNOW ABOUT THE PAIN YOU FEEL

It is important tell co-workers, management, the attending physician and nurse about your pain. This helps establish and documents injuries that may seem, at the time, inconsequential. Continuity of complaint may help you substantiate your claim later.

6. KEEP COPIES OF ALL CORRESPONDENCE

It is crucial that you keep a copy of all correspondence regarding the injury, including prescriptions, doctor's notes, forms and letters. If you have verbal contact with WSIB or the employer it is a good idea to make a short note of what both parties said, including the time and date of the call - this is done at WSIB, employer and the unions end.

7. STAY CALM

It may be extremely difficult at times, but when talking to the WSIB representatives you should try and stay calm. Getting angry and threatening the WSIB case manager will not benefit you in any way. It is important to remember that the Workplace Safety and Insurance Board documents all telephone calls you have with them.

8. WHAT MEDICAL INFORMATION DO I NEED TO SUPPLY TO THE EMPLOYER

You should only provide medical information as it directly relates to your functional capacity to perform your job.

Doctors are required to fill out a Functional Abilities Form (F.A.F). This form is to assist workers in an early and safe return to work. Doctors are only to provide information regarding an injured workers functional abilities. This information describes what you can do at work and what you cannot do because of your injuries. Inform your doctor that your employer has a modified return to work program. If your doctor feels you cannot return right away, make sure your doctor writes this on the form.

RETURN TO WORK

Return to Work is a proactive approach to helping workers return to safe and productive work activities as soon as it is physically possible. It involves the employer, the worker, the union, health care providers and or WSIB or your Insurance provider.

Whether you are off due an occupational or non-occupational injury illness you have the right to be accommodated.

EARLY AND SAFE RETURN TO WORK (ESRTW)

Safe and Early Return to Work is a proactive approach to helping workers return to safe and productive work activities as soon as it is physically possible. It involves the employer, the worker, the union, health care providers and or WSIB or your Insurance provider.

Whether you are off due to an occupational or non-occupational injury illness you have the right to return to work regardless of your in injury or illness.

There are many benefits to the worker in participating in Safe and Early Return to Work:

- Maintained employment relationship that provides job security, self worth, and financial independence.
- Maintained financial benefits, including pension, medical and dental plans, insurance coverage and vacation credits.
- Maintained contact with coworkers and friends.
- Focused interests on the workplace and not the disability.
- Reassurance that they are valuable workers.
- Maintained dignity and self worth by remaining productive.
- Alleviated feelings of dependency and lack of control, by participating in the development of their own Return to Work Plan.
- Maintained job skills

- Minimize loss of physical fitness and muscle tone due to inactivity.
- Removal, or at least reduction, of uncertainty about the future since Return to Work Plans provide action plans with goals, time frames and processes that will assist in returning the injured worker to full employment.
- Earlier resumption of “normal” life supporting family members, financially and emotionally, and participating in leisure and social activities.

If you have any questions or concerns regarding Disability Management call the CUPE Office (Numbers listed below) and we will be pleased to assist you.

**The Committee members can be reached through the CUPE Office.
Phone: 905-571-7879 or Toll free 1-888-571-0218 Fax 905-571-4102**

Catholic Board /Public Board
MARION MOORE

Public Board
JAMIE SPENCER
LORI RICHARDS

In Solidarity,

JAMIE SPENCER
Disability Management Co-ordinator

“NEVER LOOK DOWN ON ANYBODY UNLESS YOUR HELPING THEM UP”

As per the terms of a recent arbitration settlement between the Union and the Public Board. Disability Management and the union will be meeting monthly to address issues that arise through disability management meetings.

Earlier last month Brother King and myself met with Disability Management to discuss numerous issues. This was a very productive and positive meeting. We discussed Functional Abilities Forms, Medical Certificates, third party health care providers and Independent Medical Assessments, just to name a few.

We are jointly developing a Functional Abilities Form / Medical that we hope will satisfy both the Union and the Employer.

We are also looking at establishing a mutually agreed 3rd party IME where the cost of the assessment shared by the Union and The Board on a 50-50 basis.

With the above said, I am confident the Union and the Employer can move ahead on a more productive and positive manner as both parties will be working on streamlining issues around Disability Management.

DURHAM CATHOLIC CUSTODIAL/MAINTENANCE

Happy New Year, we hope everyone had a Merry Christmas and a restful holiday.

We're sure everyone has now heard that we have a tentative agreement. Our planned ratification date is January 25, 2016 at 10AM for afternoon shift and 5PM for day shift. This will take place at the CUPE office. Please plan to attend; your vote is important in this process.

We have had many questions on when to expect the 1% bonus from the central agreement. This should be paid out 30 days from ratification. This will bring us to the end of February.

We still have 1 grievance outstanding for permit staffing and are working towards a solution with the Board to sort out the disagreement.

We have a posting issue that we are starting the grievance process for. We will have the informal step in the next week, hopefully to resolve the issue before we file for step 1.

If you have not already done so, please check our new website. This is where you will find the up to date information as the office keeps you informed. Every member also has their own CUPE email. Please be sure to check your email on a regular basis as this is one of the Locals main communication tools.

Just a reminder, please notify the CUPE office if you have been injured on or off the job, and have had a loss of work time due to the injury.

As always, please contact one of your representatives below if you have any questions or concerns.

In solidarity,

BRIAN BURD CHAIRPERSON

bburd@cupe218.ca

NATALIE MELICH

nmelich@cupe218.ca

SEAN HEBERT

shebert@cupe218.ca

DAVE SLATER

dslater@cupe218.ca

EDUCATIONAL ASSISTANTS

Dear Members,

Happy New Year! We hope you all had a wonderful holiday! We begin the new year with good news. We have reached a tentative settlement with the Board.

You will be able to hear the details and vote on this agreement on **Thursday, January 28, 2016 at 5:00** the CUPE office. Please come out to vote!

Our January 22nd P.A. Day will consist of mainly a.m. workshops and back to our schools for the p.m. There is, however, going to be a full-day First Aid/C.P.R. offered as well.

Please continue to fill out and submit AdHoc Incident Reports. This is the main way to ensure we are safe and we receive the help needed to facilitate our students.

Please do not hesitate to contact us with any questions or concerns!

In solidarity,

MAUREEN MACINNIS

Chairperson/Whitby Schools- 905-571-7879

MAUREEN SUDDARD

Ajax/Pickering Schools-905-571-7879

CARRIE BOISVERT

Oshawa/Northern Schools-905-571-7879

SECRETARIAL/CLERICAL/TECHNICAL STAFF

Welcome back to the 2016 school year! Hope everyone enjoyed the time off over the Christmas Holidays with family and friends.

We are pleased to announce CUPE and the Catholic School Board have reached a Tentative Agreement! The Union's Bargaining Committees worked with the Board for months regarding getting this agreement for you the Union members. It was not an easy process and going forward the Union will build off of just what we did get and go back to the table again once this agreement expires. The Union has book a date of **TUESDAY, JANUARY 26TH** at the CUPE OFFICE located at 2080 Wentworth Street, Whitby to hold the vote on this Tentative Agreement. Please be there for 5:30 p.m. for all information to be shared. Once the vote begins the doors are locked and no one is allowed in or out until the vote is done. This is your collective agreement, so please show for your vote.

If you have still not signed up with CUPE to have the newsletters, information updates, phone calls and meetings set out to you electronically to your personal email address please do so ASAP.

THE WEBSITE IS WWW.CUPE218.CA

Do not use your Board's email address. The information is very important and we require to be able to share all information with EVERY union member as fast as we can.

As some of you are now aware Human Resources is setting out email/letter regarding meetings that are being set up with your Principal/Supervisor, a H.R. member and if wishing your Union Rep as well. These emails are due to your attendance within the workplace. The Human Resources department is behind on getting to this issue and the email are going back to 2014/2015 school year. Going forward, I highly recommend for you as an employee to **keep your own records** of your days off and why taken. Don't just rely on those records from the Board within the SFE system as things can be keyed in wrong and your own records could help you out when kept updated and clarified just why you are off. Please contact if you do receive an email regarding this and would like for your Union Rep to attend with you.

Congratulation is in order to the winners of the "LOTTO" which falls under Vacations Article 21.02b). Try again next year if you did not receive an email stating you can take a vacation/holiday with supply coverage during the school year. Please don't forget that seniority shall be the determining factor in allocating the names, and if you have already been granted it lately you would be denied so others may have a turn as well. Enjoy your time off to those who did win.

The Seniority List for this Unit has come out to all within a number memo email. Please take the time to look it over and if there are any concerns/errors within your own information fill out the Verification Report form that is also with the email memo. Once filled out please send it to the Human Resources Dept. and make a copy for your records. It has been noted that there are a few mix ups within the sheets, so please if your name and information is not correct please send in the form with the correction. A new Seniority List will be coming out once all changes have been fixed.

Hope to see you at the next General Membership meeting on Sunday, January 24, 2016 at 7:00 p.m. at the CUPE Office located at 2080 Wentworth Street, Whitby.

HAPPY 2016 SCHOOL YEAR!

Yours in Solidarity,

KAREN ULRICH
Chairperson
email - kulrich@cupe218.ca

MIKE MORRIS
Bargaining Committee
email - mmorris@cupe218.ca

NIKKI SPIERS
Bargaining Committee
email - nspiERS@cupe218.ca



CONTINUING EDUCATION

DEAR BROTHERS AND SISTERS,

Happy New Year and welcome back to work!

I have heard from many of you regarding the frustrations with our paycheques being short again. I did meet with our principal on Wednesday, January 6 to discuss important issues, including our pay. The principal had a meeting scheduled with the payroll department and expressed his commitment to rectifying this situation. In communication, I was informed that the payroll department was working on a special run for us to be paid, hopefully by today, Monday, January 11, 2016. Please continue to check your paystub regularly to ensure you are paid correctly.

The other concern important to many of you is SFE (Smart Find Express), because some people are mistakenly not being given supply work assignments and classes have, on numerous occasions, not had a supply instructor available. If you want supply work, please ensure that the Board's record of your availability is accurate. If you have not received a call to supply, or if you receive calls for times in which you are not available, please make the correction known to our department head. If the matter is not corrected, please contact one of your union representatives.

We will continue to discuss these issues in our next Labour Management meeting to see what processes have been put in place to eliminate the risk of these errors happening again.

If you are considering an absence from work during your regularly scheduled hours, please remember to ask permission for a leave of absence (LOA) prior to making any arrangements. Even an unpaid LOA can be denied.

Local bargaining continues. Our last meeting was on December 17. No future dates have been given to us at this time.

General membership meetings are once a month on Sunday evenings at the CUPE hall. I hope to see you on Sunday, January 24 at 7 pm.

In solidarity,

*MAUREEN O'REILLY
Bargaining Chair
Public Board
Continuing Education*

*MAUREEN O'REILLY
moreilly@cupe218.ca*

*JANE BATTERINK
jbatterink@cupe218.ca*

*KASIA KASZTENNA
kkasztenna@cupe218.ca*



OFFICE/CLERICAL/TECHNICAL

Happy New Year everyone! I hope you all had a great holiday. It sure seemed to go by quickly. The unseasonably mild weather certainly made it nice to get outside and walk off the turkey dinner – and all that cheese! As we start a new year, I'd like to wish all of you great health and the best for 2016.

BARGAINING UPDATE

LOCAL BARGAINING

We have had two bargaining dates so far – November 13 and December 11. Our next bargaining sessions are scheduled for March 8 and March 11. We look forward to making some progress towards our new contract.

ONTARIO SCHOOL BOARD COORDINATING COMMITTEE (O.S.B.C.C.) CONFERENCE

The O.S.B.C.C. Conference will be held this year from February 9 – 13 in Richmond Hill. All of our O.C.T. bargaining reps will be attending. This is usually a great conference as it only involves school boards across Ontario. It is a great opportunity for networking and finding out how other people in comparable jobs are dealing with common issues. If you have a question that you would like to have addressed at the O.S.B.C.C., please contact your rep.

GENERAL MEMBERSHIP MEETINGS

There has been a slight increase in O.C.T. members coming out to General Membership Meetings. Thank you to those who are coming out as it shows an interest in the work that is being done on your behalf. We welcome your questions, concerns and of course, your presence. Our next General Membership meeting will be held on January 24, at 7:00 p.m. We look forward to seeing you there!

O.C.T. BARGAINING REPS

KAREN WHITE

Secondary – kwhite@cupe218.ca

RACHEL HUNTER

Elementary – rhunter@cupe218.ca

ANTONY NEMBHARD

Ed. Centre – anembhard@cupe218.ca

CATHIE ROUSSEAU

Chairperson – crousseau@cupe218.ca

EDUCATIONAL ASSISTANTS

HAPPY NEW YEAR!—we hope everyone enjoyed their holiday and were able to spend some relaxing time with family and friends!

EMAIL---by now everyone should be registered and using their CUPE emails. If you have any problems with your account, contact Sue Wilkinson at the union office. We can't stress enough that this is how we will be contacting our members from now on. All communication regarding bargaining, any updates or notices etc. will be automatically sent to those addresses. Please contact us through those email addresses as well. Thanks!

WELCOME---we now have a full committee! Please join us in welcoming Diana Jestratijevic as our newest Steward!

AREA REPS/STEWARDS --- Please contact the rep/steward for your area and they will assist you as quickly as possible. If you contact the office please let us know what school you are at in order to direct you to your area rep. If you've called/emailed a rep with a question and haven't heard back within a couple of days, please send us a reminder.

*AJAX/PICKERING - REP – GLEN MORRISON
STEWARD – LOVETTE MAY*

*gmorrison@cupe218.ca
lmay@cupe218.ca*

*WHITBY/NORTH - REP – (CHAIRPERSON) – LORI-ANN RICHARDS
STEWARD – FLORENCE (FLO) DAVIES*

*lrichards@cupe218.ca
florencedavies@cupe218.ca*

HIGH SCHOOLS - REP – SUE WILKINSON

swilkinson@cupe218.ca

*OSHAWA & HEALTH AND SAFETY - REP – KELLY GAINER
STEWARD – DIANA JESTRATJEVIC*

*kgainer@cupe218.ca
dianajestratijevic@cupe218.ca*

STEWARD (Special Projects & Vice President) MARION MOORE

mmoore@cupe218.ca

DEBRIEFING

if you have had an interview for one of the postings and were not successful, you may call and ask to have a debriefing meeting.

DRUG CARDS

you should have now received your new benefits card from Manulife. If you haven't, you will need to contact the board office.

EA PROGRAM/FIT TO WORK

together with the board, we are working on ways to keep EAs safe, protected and healthy. There should be a survey coming out mid-January for EAs. We encourage everyone to fill it out (honestly and to the best of your ability) as it will help us in finding ways to best serve all our needs. There will also be Fit to Work workshops offered at all PD Days.

7 AND 11 DAY LETTERS

be aware that if you are off for any illness, injury, surgery etc., you will be receiving one or both of these letters. They are automatically generated from the system and you cannot reply to them. If you have any questions regarding these letters and your attendance, you need to contact either of the Attendance Specialists, Sherri Farrell or Jennifer Robinet.

Supplies—your sick days are pro-rated based on your days worked and if you are in LTO positions etc.

BARGAINING UPDATE

we have 2 upcoming dates (Feb and March) for our local bargaining. ONCE AGAIN - contact the Rep/Steward for the area in which you are working and contact us through our CUPE email. Thanks for helping make our new system a great success!

Durham has the best EA's in the Province and you should all be proud of the work you do with students!

In Solidarity,

LORI-ANN, KELLY, SUE, GLEN, MARION, LOVETTE, FLO AND DIANA

*General Membership Meeting
Sunday January 24, 2016 @ 7pm
Come to the meeting and meet your EA Committee*

CUSTODIAL & MAINTENANCE UNIT

Dear Sisters and Brothers

I hope everyone had an enjoyable Christmas and holiday break. Your Bargaining team is working extremely hard in negotiations and have two dates booked to continue bargaining. I would like to welcome Dan Fusco as our new Bargaining Committee representative. Dan has been on the Bargaining team once before and as of recent he held a position as a Steward.

At this time we have 13 outstanding Grievances which some may be going to Arbitration. These Grievances range from Wrongful Discipline to Posting Procedure and Harassment. We have had discussions on some of them and are waiting to hear back from the D.D.S.B to see if they want to settle or continue talks.

It is imperative that all Members of CUPE Local 218 view our web site, www.cupe218.ca, to get up to date Bargaining details and to keep up on the ongoing information.

If you experience an accident or have handed medical into the D.D.S.B please do not forget to inform the Union office or to give the Union Office a copy of your medical.

There will be an election for two Stewards at the next General Membership meeting plus election for Local positions so please plan on attending.

Yours in Solidarity

DENNIS GIBBS
Chairperson

BARGAINING COMMITTEE:

BOB MONTGOMERY
KURT BADGLEY
DIANE CARDER
DAN FUSCO

STEWARDS:

WAYDE JOHNSTONE
JEFF GOODWIN
MIKE NIXON

**OUR NEXT GENERAL MEMBERSHIP MEETING WILL BE SUNDAY JANUARY 24, 2016
AT 7:00 P.M. AT THE CUPE OFFICE. PLEASE PLAN TO ATTEND.**

HEALTH AND SAFETY

EDUCATIONAL ASSISTANTS

EA Program/Fit to work: I am excited and look forward to the implementation of the new EA Program that the DDSB has been working on. This program has 3 components to it:

1. A survey for all EAs to fill out – you should see this survey by mid-January. It is important that all EAs take the time to fill out this survey so that the DDSB will know how to best serve our needs.
2. Fit to work: focuses on ergonomics and a stretching/exercising program. Stretching on a regular basis is crucial to help prevent injuries. This fitness program has been designed specifically for Educational Assistants and support staff who work with students with special needs.
3. Safe Work Practices (SWP): Includes instructions on safe ways to complete daily responsibilities/duties of the EA position. For example, proper/safe instructions for lifts and transfers.....

There is a Fit to Work workshop offered at the upcoming PA day workshops.

REPORT, REPORT, REPORT: Here are some reporting guidelines.

- Online Violent incident form (Employee violent incident form) – to be filed by the principal/vice principal. This form is completed when a student has exhibited violent behaviours, including the exertion of physical force that causes or may cause injury to an employee.
- Parklane (also known as WSIB/SAIR) – to be filed by the principal/vice principal. This is to be completed when an employee requires first aid, sees a medical practitioner or misses time from work as a result of an injury that happened at work.

Behaviour Safety Plans (BSP) – If you work or are in any contact with a student throughout the day that has a BSP, then you have the right to be informed. Ask your principal to review the BSP with you, so that you know how to deal with the student and are aware of any potential risks to your safety.

PA days – Ask for information: For upcoming PA days where you will be remain at your school for the day(1/2 day), ask your principal to review the EA Go To Guide and procedure 5127 (management process of risk of injury students) with you and the other EAs at your school.

EA GO TO GUIDE: Updates are made throughout the year. An updated copy should be emailed out to you in the near future. Please watch your DDSB email for this document. You can also find it on the staff portal, Health and Safety, Occupational Health and Safety tab.

Footwear: The winter weather is here! You need to wear appropriate footwear to assist in your safety (winter boots with treaded/non-slip soles).

Email responses: I will be using the new CUPE email addresses when responding to emails regarding health and safety. Please send me any concerns from your CUPE218 email to my email (kgainer@cupe218.ca). This will make responding more efficient as time management is important when dealing with a lot of issues.

Stay Safe,

KELLY GAINER
Health and Safety Rep, Public Board
Kgainer@cupe218.ca

