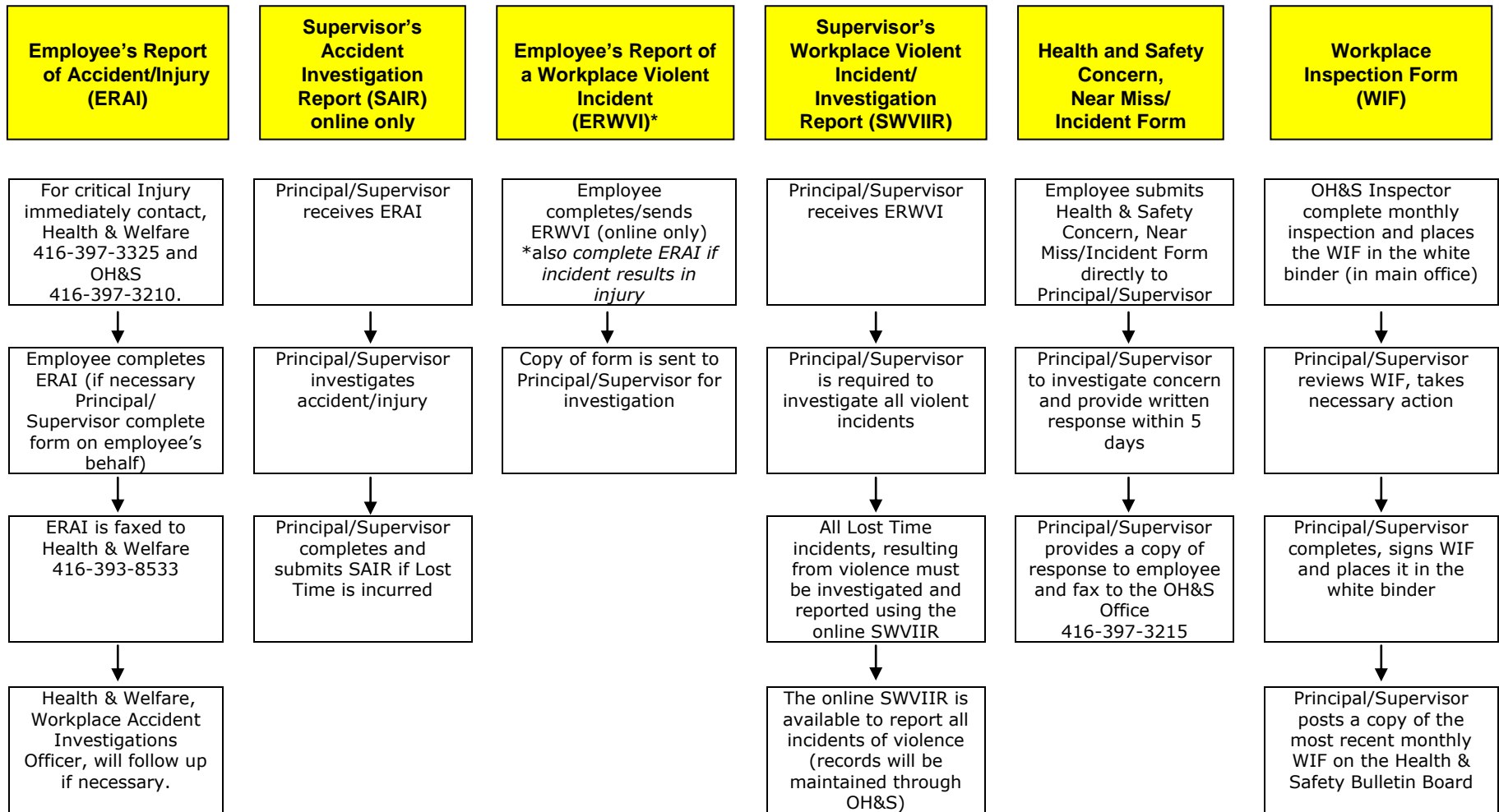


GUIDE TO OCCUPATIONAL HEALTH & SAFETY REPORTING



1. *In case of a Workplace Violent Incident resulting in injury, the employee is required to complete **BOTH** Employee's Report of Accident/Injury **AND** Employee's Report of Workplace Violent Incident.*
2. For Learning Centres 2 and 3, contact Regional Health and Safety Officer, Patrick Mohammed 416-396-3503.
3. For Learning Centres 1 and 4, contact Regional Health and Safety Officer, Andrea Carlson 416-394-3403.
4. ALL online forms, paper forms and instructions are available on the Health & Safety website (under Employee Services).