



BCTF

British Columbia Teachers' Federation A Union of Professionals
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Health and Safety Information for Teachers Teaching On Call

Health and Safety Reporting Process

If you have a health and safety issue, follow these steps:

1. Inform your supervisor (principal)
2. Inform the school health and safety rep (the health and safety rep will inform the joint health and safety committee)
3. If the health and safety rep is not at school that day inform the school staff rep
4. If the school staff rep is not at school that day inform your local union President.

Your safety responsibilities during COVID-19

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

Reporting an injury

1. Report your injury immediately to your employer

Your employer is responsible for getting you any necessary first aid, and for transporting you to a medical facility if that's what you need. Be sure to keep in touch with your employer if you need to be off work.

2. See your physician

Your doctor will recommend treatment for your injury and may refer you to other health care practitioners. Be sure to ask about what modified work duties, and activities at home, you can do to help your recovery. And always let your health care provider know that you were injured at work.

3. Report your injury to WCB

If you've missed work, call Teleclaim. If you haven't missed work but sought medical attention, we recommend reporting online. Before you report your injury, please review the information you'll need to provide.

Provincial K–12 Covid-19 Health and Safety Guidelines:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

Still have questions? Here are some options:

- You can ask the health and safety rep at a school site.
- You can [email your Local President](#)
- You can email Toni Grewal, the BCTF Health and Safety Officer at tgrewal@bctf.ca
- You can email Luke Olver, the BCTF WCB advocate at lolver@bctf.ca