

DID YOU KNOW



YOUR RIGHTS AND THE IMPORTANCE OF REPORTING INCIDENTS, ACCIDENTS, AND ABUSE.

AS SUPPORT STAFF, WE'RE THE BACKBONE OF THE EDUCATION SYSTEM, WORKING ON THE FRONT LINES EVERY DAY.

IT'S IMPORTANT THAT WE ALL UNDERSTAND OUR RIGHTS AND RESPONSIBILITIES WHEN IT COMES TO CREATING A SAFE, HEALTHY WORK ENVIRONMENT. A BETTER WORKPLACE HELPS EVERYONE THRIVE AND MAKES OUR JOBS A LITTLE EASIER.

DO YOU KNOW WHAT CNESST IS?

The *Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)* is the governing body responsible for workplace standards, health & safety, and compensation for work-related injuries in Quebec. The CNESST ensures that all workers have access to a safe environment and fair treatment in cases of injury or illness related to their job.



REMEMBER, YOU HAVE THE RIGHT TO SAFETY WHEREVER YOU WORK

As a worker in the province of Quebec, you are entitled to a safe and healthy work environment. While it is the employer's responsibility to provide such an environment, it is also your responsibility to report any unsafe conditions. Be sure to notify your supervisor immediately, and inform the union, so appropriate action can be taken to resolve the issue.

If you believe that your, or someone else's safety is at risk, you have the right to refuse unsafe work, as outlined in the *Act respecting occupational health and safety*. However, it is important to follow the proper procedures when exercising this right. You must remain available to perform other tasks that are safe while the situation is being assessed. **For more information on the right of refusal and the steps involved, visit the CNESST page [here](#) or at <https://shorturl.at/wNW2M>.**

WHAT TO DO IN CASE OF A WORK ACCIDENT OR INCIDENT

Even if no injury occurs, it's crucial to report all accidents or incidents at work. Here's what you should do:

1. **Report it immediately:** Always report an accident, incident, or near-miss to the administration right away. Even if you're not hurt, documenting the situation helps identify potential risks and prevents future accidents.
2. **Complete the internal report form:** The school board uses forms called an **HS1 Incident or Accident Report** to report accidents and incidents, even when no injuries occur. These forms should be

Commission scolaire English-Montréal English Montreal School Board		
Incident or Accident Report Form – HS1		
To be completed by worker immediately following an incident or an accident and by immediate supervisor below		
Worker Information		
Last Name	First Name	Employee Number
School or Service	Occupation	Employee Telephone Number
→ WITHDRAWAL FROM WORK: YES <input type="checkbox"/> NO <input type="checkbox"/> ← Incident Information (to be completed by employee)		
Date of Event (yyyy/mm/dd)	Time of Event (hh:mm)	
Location of Event:		
What part of the body was injured?	Indicate Left, Right, Centre if applicable Left <input type="checkbox"/> Right <input type="checkbox"/> Centre <input type="checkbox"/> N/A <input type="checkbox"/>	
Describe, in detail, how the event/injury occurred (use other side of form if necessary):		
Were there any witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of witnesses if applicable (excluding students):	
Worker's Signature	X	Date: (yyyy/mm/dd)
School/Service Information (to be completed by immediate supervisor)		
On what date and to whom employee reported the event	Date (yyyy/mm/dd):	Name:
Environment at the time of the accident -cause of the accident: (use other side of form if necessary)		
Nature of the injury (include left, right, centre if applicable):		
Did the employee receive first aid?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of person who administered first aid:
Describe first aid measures (if applicable):		
Did the employee seek medical attention (hospital, clinic, or visit a physician) on the day of the event? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Was H3 form given to employee: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Supervisor's (or replacement) Signature	X	Date (yyyy/mm/dd):
<small>Once form is signed and completed, please keep copy at the school, email a copy to Health & Safety Human Resources, healthandsafety@emsb.qc.ca or by fax 514-483-7487 Original copy should follow.</small>		

readily accessible in a central location, such as a bulletin board or the main office. If you don't know where to find them, ask your school or department administration. **Fillable PDF forms can be downloaded on the ePortal. You can complete and print them out using a computer.**

3. **If injured, always seek medical attention:** If a physical or psychological injury occurs and medical attention is required, **ask your doctor to complete a CNESST medical certificate.** If you're unable to work for the rest of the day, the Board must pay you 100% of your wages for that day.



FILING A WORKER'S CLAIM WITH THE CNESST

If you are injured or fall ill due to your job, it's important to file a **workers' claim** with CNESST. This includes providing a doctor's report and relevant medical documents. Filing a claim allows you to be reimbursed for medical expenses, rehabilitation, medications, and related travel costs.

Medical certificates must be sent to the **EMSB Human Resources Health and Safety Division** to start processing your benefits.

Deadlines Matter

Don't wait too long before filing your claim. Delays can result in the denial of benefits, so act quickly after an incident.

What Happens After You File a CNESST Claim?

Once you file a claim, CNESST will investigate the incident to determine your eligibility for compensation. Depending on the severity, this process may include a review of medical reports, a workplace assessment, and interviews with you and the school or department administration. The APPA is available to support you throughout this process, ensuring your rights are protected.

The Right to Contest a Decision

If your claim is denied or you disagree with CNESST's decision, you have the right to contest it within 45 days of receiving the letter of refusal. The APPA can assist you in navigating this process and represent you during hearings or negotiations.

Union Support

If you need help with reporting an incident, CNESST claims, or understanding your rights regarding workplace abuse, incivility or harassment, don't hesitate to contact the APPA. We're here to provide support, protect your rights, and ensure your well-being and safety.

REPORTING VERBAL AND PSYCHOLOGICAL ABUSE: A CRUCIAL STEP

Physical injuries aren't the only concern—verbal and psychological abuse can also have significant long-term impacts on your mental health and well-being. Unfortunately, many employees don't consider these incidents serious enough to report. However, whether it's verbal harassment, bullying, or intimidation, these situations must be reported to ensure a safe and respectful work environment for everyone.

If you experience any form of verbal or psychological abuse or harassment, document it and report it to your administrator or the APPA. Reporting these incidents helps create a better work culture and ensures that the appropriate actions are taken.



CONTACT INFORMATION

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