

These written reports will also reinforce the role of your SB/SSC's occupational health and safety representative(s), as well as that of the members of your joint health and safety committee—including your union representatives—as they carry out their mandate to identify and analyze risks, ensuring follow-up and recommending appropriate solutions to the employer.

The anti-bullying and anti-violence plan, the school's rules of conduct and safety measures, as well as the operating rules of the centre (sections 75.3, 76, 77 and 110.2 (4) of the Education Act) approved by the governing board but developed with the collaboration of school staff, are also tools designed to protect the staff. It is important to create a safe and healthy environment by ensuring that the plan, rules and measures in place at the school or centre, as well as any health and safety policies at the SB/SSC level, are respected and applied.

Remember that you have a say in the matter; do not hesitate to discuss it in the appropriate forums and meetings so that necessary adjustments can be made.

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## Possible actions to take

- Refer to the school's emergency procedure for responding quickly to violent behaviour in the classroom; if there is no such procedure in place, work with other staff members and your school administration to establish one (who, when, what, how?).
- Use the form available at the school or centre (accident register or other) to report an incident in writing and recommend appropriate corrective measures (see your local union website\*).
- If necessary, meet with the school administration to discuss corrective measures, as well as the implementation of the anti-bullying and anti-violence plan, rules of conduct and safety measures.
- If necessary, see a doctor. Provide full details of the incident to help the doctor determine whether it is work-related and to initiate the process with CNESST, if applicable, by signing a medical certificate that includes a diagnosis and duration of absence.
- With the teacher/school council, discuss any issues related to the implementation of the anti-bullying and anti-violence plan, rules of conduct and safety measures, and review as needed.

After the school administration has been informed, if appropriate action has still not been taken, a discussion should be held with the union representative to find solutions. If there is still a dispute, a CNESST inspector can be sent to the workplace to apply temporary measures and demand corrective action from the employer.

In certain cases, if there is reason to believe that your job presents a danger to your health, safety or physical well-being, you may exercise a right of refusal (section 12 of the AOHS and section 10-8.00 of the collective agreement). However, refusal to perform the work may not put the life, health, safety or physical well-being of another person in immediate danger (sections 13 and 19 of the AOHS).

In other, more extreme cases, a complaint may also be filed with the police.

In all cases, it is important to report formally and to keep a log of the behaviour of the student or person involved, making a note of any follow-up provided by you and the administration.

If your efforts are unsuccessful, either with the school or with the centre, contact your local union.

The union will be able to make representations to the SB/SSC to ensure the implementation of measures to protect your health and safety in the workplace. Failing that, a grievance may be filed.

This pamphlet is provided for information purposes. For more information, please refer to the relevant legislation.

