

Complete and submit the Employee's Report of Accident/Injury (ERAI) form within 48 business hours of accident/injury/exposure to the Disability Claim Administration Office (DCAO):

Fax to 416-393-8533

or

Scan and email to DCMsubmissions@tdsb.on.ca

General Instructions

- If you don't have computer access and are writing information – do not use light coloured ink pens or light pencil.
- Complete the form as thoroughly as possible to avoid follow-up questions from the DCAO or WSIB Representative.
- This form is meant to report workplace related incidents or illnesses/exposures that **involve the employee. This report can be completed by the injured employee or the employee's supervisor.**
- Do not provide full name of a student – only use initials to identify students for confidentiality.
- If an employee is absent from work and/or unable to complete the ERAI, the supervisor must complete the form and contact the employee to collect information regarding the incident. Do not wait for the employee to return to work in order to complete the form.
- Prompt reporting and completion of this form is necessary to ensure TDSB meets our legal reporting obligations under the Workplace Safety & Insurance Act (WSIA) & Occupational Health & Safety Act (OHSA).

First Aid (A minor injury was sustained that required attention by a Certified First Aider or was self-administered/monitored)

Examples:

- Employee was struck in the head by a soccer ball during supervision duty on the playground and applied ice to the area.
- Employee slipped on wet floor and twisted their ankle; a first aider examined their ankle for signs of swelling

Health Care (Employee sought medical attention which includes an MD, Chiropractor, Physiotherapist, Dentist, Hospital Emergency, etc.)

Example:

- Employee cut their finger while using the paper cutter and went to the Hospital Emergency Department for stitches.
- Employee had workplace exposure to a virus and required diagnostic testing (i.e. nasal swab or x-rays)

Lost Time (Time lost is any time **following the day of injury** – absence on the day of injury is not Lost Time)

Example:

- Employee injured their knee after slipping and falling on ice covered blacktop in the parking lot. She was absent for scheduled shifts (2 days).

Special Notes

Classification of Injury/Illness (First Aid, Health Care, Lost Time)

- Indicate the classification of the incident (as per the definitions noted above).
- If there is a change (i.e. the report was submitted as First Aid and employee went to the doctor later), resubmit a **revised** ERAI and/or inform your Principal/VP/Manager/Supervisor immediately and they will notify the Disability Case Administration Office with an email
- This report can also be used to report exposures (ie. asbestos) within the workplace.

Signatures

- The Principal/VP/Manager/Supervisor must sign and date to acknowledge they have been notified of incident.
- The employee's signature is to indicate that they have received a copy of the report – it is not necessary to wait for this signature before submitting to the Disability Claim Administration Office.

Reminder: This report is only for employee injuries only. If the injury resulted from a student, also complete an online incident report referencing the student in your report. The Login is found in the Incident Reporting Centre by using this link: <http://tdsbweb.tdsb.on.ca/businessservices/insurance-and-enterprise-risk/incident-reporting-centre>

