



Stronger Together

2015 November 12

# Staff Rep Weekly

Please share this important information with all VESTA members

## Dates to Remember

Meetings at VESTA office 4pm unless otherwise indicated

**November 17**  
Staff Rep Assembly  
4pm @Tupper

**November 24**  
Executive Committee

**November 25**  
There's More to it Than Money Pension Seminar

**November 30**  
Committee Meetings  
• Professional Issues  
• Health/Safety  
• Communications

**December 1**  
Additional Pension Plan Consultation Meeting,  
4pm @ Tupper

**December 8**  
General Meeting/

E-mail!

Dan Graves, President  
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## Reporting Violent Incidents and Injuries

When a VESTA member is involved in a violent incident at work it is important to fill out the necessary paperwork and to notify your school's Health & Safety Rep. Here are the steps to follow in this process:

1. The VSB Violent Incident Report form is to be filled out by the member involved in the incident.
2. The form is to be submitted to the Administrator, who is then responsible for putting together an investigation team which should include the VESTA health and safety rep. This team fills out the back of the form, and it is then submitted to Health & Safety at the VSB.
3. After the investigation has occurred, the portion at the bottom of the form stating *Corrective Action to be Taken* should be shared with the member involved. The member should ask for a copy of the form.
4. If an injury has occurred as a result of the violent incident, a second form, *Worker's Report of Injury or Occupational Disease to the Employer*, should be filled out. An injury can be the result of a bite, a kick, a punch, a scratch, etc. This doesn't necessarily mean going to the doctor, but showing the injury to the First Aid attendant at the school.
5. If necessary, a WorksafeBC Teleclaim should also be phoned in at 1-888-967-5377 to start the claim process.

Violent incident forms and/or WorkSafeBC forms should be a standing item on the school's monthly Joint Health and Safety Meeting. Contact [karin@vesta.ca](mailto:karin@vesta.ca) if you want more information on this process.



## Additional Pension Consultation Meeting

If you missed the Pension Consultation Meeting in October an additional pension consultation meeting will be made available to all members of the BCTF Pension Plan. The meeting will be held in the Auditorium at Tupper @ 4pm on December 1. Please take the time to fill out the Pension Plan survey after attending a meeting.