**MEMORANDUM**

TO:         Principals/Vice-Principals/Managers

FROM:  Janice McCoy, Superintendent of Human Resources

Date:      24 March 2017

**RE:       Revised Workplace Violence Reporting Form 733**

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This is a reminder that the Ministry of Labour has expanded the obligation on Ontario employers to ensure that everyone who performs work or supplies services, including co-op students, interns and those on practicum placements whether or not they are being paid, are provided with information and training regarding any health and safety hazards they may encounter in their workplace.  This includes ensuring that these individuals are provided with mandatory health and safety training.

As a principal, manager or supervisor, who may be hosting interns, or co-op students, including teacher candidates from the faculty of education, please note that it is your responsibility to do the following:

1. Ensure they have has completed the following three mandatory Health and Safety Training Programs:
2. Safe Practices for Working Alone
3. Workplace Violence and Harassment Training
4. Worker Health and Safety Awareness Training
5. Ensure they are aware of the process and forms for reporting a violent incident and other occupational health and safety related hazards using the Occupational Health and Safety Concern Form.

If you have any questions please contact the Occupational Health & Safety Division.

Cc:      Director’s Executive Council

            Office Administrators