Unifor Local 328
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October 5, 2026

To Our Unifor Members,

Your health and safety matters—not only for you, but for everyone in our schools.

As Education Workers, you play an essential role in supporting students and helping create a safe, caring learning environment. Your work may involve physical demands, challenging behaviors, and other workplace hazards.

You have the right to a safe and healthy workplace. Reporting concerns helps keep everyone safe.

If you notice a hazard, injury, unsafe practice, or other concern, **speak up and report it.** Reporting is prevention. A concern that seems small today could prevent a serious incident tomorrow.

Never worry that your concern is not serious enough or that you will be blamed. **If something feels unsafe, report it. Your voice matters.**

You are encouraged to ask questions, seek assistance, and raise concerns. No one should have to manage an unsafe situation alone.

Together, by speaking up, reporting hazards and incidents, following safe practices, and supporting one another, we can create a safer workplace for Education Workers, staff, and students.

Your safety matters. Your colleagues' safety matters. Our students' safety matters.

Speak up. Report concerns. Support one another.

Your Employer Has a Duty to Protect You

Alberta's Occupational Health and Safety Act places responsibilities on employers to protect the health, safety, and welfare of workers. Your employer must make workers aware of workplace hazards, address health and safety concerns in a timely manner, and provide the information, instruction and training necessary to perform work safely.

Make sure you have the training you need. This is especially important when your duties, student needs, equipment, procedures, or workplace hazards change.

Know the Hazards

The hazards Education Workers face can vary depending on the work they perform and the students they support. They may include:

- workplace violence and harassment;
- lifting, transferring, or physically assisting students;
- repetitive work, awkward postures and ergonomic hazards;
- slips, trips and falls;
- psychological impacts following violence, harassment or traumatic incidents;
- chemicals, cleaning products, biological hazards, or indoor air quality concerns; and
- unsafe equipment or other physical hazards.

You do not have to wait until someone is injured to report a hazard or concern.

Violence and Aggressive Behavior Are Workplace Hazards

Working with students can sometimes involve challenging or unpredictable situations. Violence, threats, aggressive behavior, or harassment should never simply be accepted as **"part of the job."**

Under Alberta's occupational health and safety requirements, violence and harassment are workplace hazards. Employers must have measures in place to eliminate or control these hazards, procedures for reporting and investigating incidents, and training so workers know how to recognize hazards, respond appropriately, obtain assistance, and report what happened.

Violent or aggressive incidents and near misses should be documented, even when no one is injured. This can help identify patterns and recurring concerns so corrective action can be taken before someone is seriously hurt.

Document It. Follow Up.

After reporting a health and safety concern, keep a record of:

- when and where it happened;
- what happened or what hazard you observed;
- whether there was an injury or near miss;
- who you reported it to; and
- what action was taken.

Verbal conversation is important, but written documentation can help ensure that concerns are not lost or forgotten.

If you report a concern and it continues, follow up. Alberta's OHS Act requires employers to resolve health and safety concerns raised by workers and health and safety representatives in a timely manner. Document the issue and contact your employer and your Union or Health and Safety Representative for assistance.

Our Workplace Reporting Procedure (Grande Prairie & District Catholic Schools)

Reporting Staff Incidents

Public School Works is the tool used to report staff incidents and will contain all documentation related to follow-up investigations. This will allow Public School Works to become our one-stop software for OH&S compliance, OH&S training, and the Joint Workplace Health & Safety Committee.

To report a staff incident:

- Go into the District website and click on the ***Public School Works*** under "**Quick Links"** (www.gpcsd.ca)
- Log into Public School Works.
- Click ***Staff Accident Management.***
- Under ***Report employee or volunteer accident***, click ***Submit Accident Report***.
- Complete the series of questions presented.
- Once all questions have been answered, submit the report.
- The incident/accident report will be assigned an "investigator" (usually a School Administrator or Director of Inclusive Education) for review and follow-up.

Our members on the Health & Safety Joint Committee have created QR codes to access this **Public School Works** site quickly and they should be posted in the staff room at each site. If there isn't one at your site, please email the Local at unifor328@telus.net and we'll ensure you get one.

Communication and Follow-Up

If, after submitting an incident through Public School Works, you did not get any follow-up from an "investigator", please forward us the confirmation email (you would have received this when you submitted a report) along with a quick email stating so; please send it to unifor328@telus.net. We will then direct it to our members on the H & S committee who will help ensure appropriate follow-up.
Any OH&S concerns should be sent through our Local email address.

We understand that this may add a few extra steps, but the health and safety of our members is a priority, and we are taking it seriously. By documenting and communicating incidents consistently, we can work together to support one another and help keep everyone safe.

The work you do is important and valuable, and your safety matters.

Have a safe and healthy school year.

Scan this QR code to complete a Unifor survey.
This link closes October 30, 2026.