



E-Blast



Your EAA Executive Team Is Here to Support You

We encourage members to reach out early with any questions, concerns, or workplace issues. Connecting with the appropriate Executive member helps ensure you receive timely support and guidance.

Kim — Office Administrator

General inquiries, flowers & gifts, retirements, Edvantage, EAA website, Early Intervention Program

✉ Office@wrdsbeaa.com

Lisa — President

Human Rights & Harassment complaints, benefits, "If Assigned to Home" matters

✉ Wh.Lisa@wrdsbeaa.com

Lynn — 1st Vice President

Unsafe work situations, Health & Safety concerns, work refusal information, Extended Day inquiries

✉ Wilson.Lynn@wrdsbeaa.com

Chris — 2nd Vice President

WSIB, sick leave, Long-Term Disability (LTD), accommodations, injury reporting, return-to-work support

✉ Letizi.Chris@wrdsbeaa.com

Andrea — Treasurer

Professional Development (PD) funding and opportunities

✉ Lennie.Andrea@wrdsbeaa.com

Laura — CYW Representative

General CYW questions, roles and responsibilities, workplace problem solving

✉ Parker.Laura@wrdsbeaa.com

Sue — EA Representative

General EA questions, roles and responsibilities, workplace problem solving

✉ Macleod.Sue@wrdsbeaa.com

Thank you,
WRDSB EAA Executive



Below is important information regarding reporting **WSIB claims** and **non-workplace injuries or illnesses**. Following the correct steps helps prevent delays or complications with your leave or claim.

Non-Occupational Injuries & Medical Leaves

For non-work injuries or medical leaves:

- Use the **Medical Assessment Form (MAF)** and ensure all sections are complete.
- Incomplete or conflicting forms can delay or deny your leave.

WSIB Process (Workplace Injuries)

1. **Incident Report:** Complete within 24 hours, even for minor injuries.
2. **Medical Attention:** See a doctor promptly. Ask them to complete **Form 8**.
3. **Form 6:** Complete the Worker's Report of Injury to start your WSIB claim.

Tip: Contact Chris before speaking with WRDSB Wellness for guidance — **Wellness cannot "unhear" or "unsee" information**, so getting advice first is important.

Report early, complete forms correctly, and ask questions. Your Executive is here to help you avoid complications.



Reminders!

Save the date! In Person Workshop: Incident Reports 101

Join us for a hands-on session learning all about the in's and out's of incident reporting, timelines and why they're important. Ask questions and make sure you understand the process.

Date & Time: February 17th at 6:30 PM

Sign Up Here: [Workshop Registration](#)

Kindly register on the [EAA website](#). This platform has been specifically designed for WRDSB Educational Assistants and Child and Youth Workers. Here, you will find essential information that pertains directly to your role, conveniently located in one location.

Stay in the know, get involved in your union, build solidarity in your school! **Become a Key!**

[Key sign up form](#)

Important Reminder: Update Your Contact Information

at <https://ess.wrdsb.ca>

Select “**Personal**” menu

Choose “**Profile**”

Open the “**Address and Contact**” tab

Use the Edit button to update your contact information

Please take a few minutes to review and confirm your information is accurate.

Please continue to file your incident reports — they are very important for keeping our workplaces safe.



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