

Accidents at the Workplace

Employer Responsibilities

Accidents Requiring Medical Attention

Preparation

- review responsibilities and procedures with teacher
- provide placement specific safety training

First Response

- ensure that First Aid is given
- transport the student to the hospital or doctor's office
- ensure that the student's school is notified immediately
- note time of injury, time injury reported, any medical care given and witnesses

Follow-Up

- provide the student's teacher with details of the accident to assist the teacher with required reports
- may, if requested by the teacher and if feasible, provide a modified work plan in consultation with the teacher
- review with the student any safety factors or training in order to minimize the possibility of a recurrence

Accidents Requiring First Aid Only

First Response

- provide first aid
- ensure that the student's school has been informed
- note time of injury, time injury reported, first aid provided, witnesses

Follow-up

- observe student for any further medical/work modification needs
- review with the student any safety factors or training in order to minimize the possibility of a recurrence

Student Responsibilities

Accidents Requiring Medical Attention

Preparation

- learn procedures and their purpose
- complete placement specific safety training

First Response

- immediately inform the supervisor of the accident
- contact teacher or school office as soon as possible, on the day of the accident

Follow-up

- sign the WSIB Consent to Report form and assist the teacher with reporting the details of the accident
- keep the teacher informed if absence from the workplace will extend beyond the day of the accident due to your workplace injury, as noted by the doctor
- if the doctor indicates that you may return to your work placement with modified duties, your teacher will provide you with a WSIB Functional Abilities form to be completed by your doctor to assist your teacher and workplace supervisor in making the necessary modifications

Accidents Requiring First Aid Only

First Response

- immediately inform workplace supervisor of accident
- inform teacher as soon as possible on the day of the accident

Follow-up

- immediately inform workplace supervisor and teacher of any subsequent medical and/or work modification needs

Note: Students placed as teacher aids in a classroom or shop in a school, do not require a "WSIB Consent to Report" form since they are not covered by WSIB. An OSBIE Incident Report Form will be filed by the student's school.