

When an Accident / Injury occurs to a rental person (Non-Board Employee)

RENTAL GROUP RESPONSIBILITY

Rental Group **calls 911 if immediate medical attention is required**

Or

Rental Group **administers First Aid utilizing their own first Aid kit**

Rental Group **advises custodian if available or on site**, that an injury has occurred at the time of the incident

Rental Group contacts the CUS Supervisor to report the incident. **Complete and scan the accident report found at**

Email report to palangok@hwcdsb.ca

Details needed are name of injured person, time and location of incident and a brief summary of what occurred

Rental Group **provides a copy of their insurance provider's incident report form** to the CUS Supervisor at palangok@hwcdsb.ca

SCHOOL BOARD RESPONSIBILITY

Where necessary, CUS Supervisor submits the on-line OSBIE Incident Report form noting that a rental group was involved and provides permit number as reference

H&S Manager investigates and completes an OHS report. They inform the principal and JH&SC (Joint Health and Safety Committee)

REPORTING A CRITICAL ACCIDENT/ INJURY
Immediately call Lisa Sippel 289) 244-0617
or Kim Palango 289) 922-9546
or Ministry of Labor directly 1-877-202-0008

A critical accident or injury is defined as an injury of a serious nature which has caused :

- Placing a life in jeopardy
 - Unconsciousness
 - Substantial loss of blood
- Fracture / break of leg or arm (but not a finger or toe)
- Amputation of a leg, arm, hand or foot (but not a finger or toe)
 - Burns to a major portion of the body