

## 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** and on site, that an injury has occurred at the time of the incident

Rental Group contacts the CUS Supervisor to report the incident. Permitholder must **complete the accident report** found on the CUS website  
Rental group designate **must email report** to [palangok@hwcdsb.ca](mailto: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](mailto: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 a reference

H&S Manager investigates and completes an OSHA 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 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**