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

  - 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 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