

PROCEDURE



SUBJECT AND POLICY NUMBER:	C15 Occupational Health and Safety - Accident Reporting
VICE PRESIDENT Sign Off Date:	January 8, 2018

Reporting of accidents must meet the legislative requirements of the Workers' Compensation Act of Alberta and the Alberta Occupational Health and Safety Act, Regulation and Code.

DEFINITIONS

Employee

Any person employed by Olds College. This includes contractors.

Student

In accordance with the General Regulations to the *Alberta Workers' Compensation Act*, students registered in and attending Olds College, who are enrolled in a vocational or academic program which is a current academic requisite or required as part of the course of study in which the student is registered, are considered workers of the Government of Alberta. This coverage also extends to students placed with Alberta employers to gain practical knowledge related to their studies.

Visitors

Any person who visits Olds College to attend a conference, to obtain information, or to view the campus.

Contractor

A person or company that undertakes a contract to provide materials or labor to perform a service or do a job.

Workers' Compensation Board Injuries

If an employee has been injured at work or discovers that he/she is suffering from an occupational disease, that person must report it to his/her employer immediately and to the Alberta Workers' Compensation Board (WCB) if the treatment required is anything beyond first aid or if the employee has missed time from work.

Section 7(1) of the General Regulations of the Workers' Compensation Act, applies to students who are enrolled in a vocational or academic program leading to a degree or certification. These students are considered to be workers of the Government of Alberta and are entitled to WCB coverage. The regulation applies to all students who are in attendance at the post-secondary institution, except those students who suffer accidents while engaging or participating in extracurricular sporting, recreational, social or personal fulfillment activities which are not a current academic requisite or required as a part of the course of study in which the student is registered. For further information, refer to https://www.wcb.ab.ca/pdfs/workers/WFS_Student_coverage.pdf

GUIDELINES

1. ALL staff (including contractors) and students must report all injuries/ illness/incidents/concerns within 24 hours utilizing the [C15 OHS Accident Reporting - Appendix I Form](#), located on the Olds College website.
2. Olds College students and employees consulting a physician or chiropractor for class/work-related injuries or illnesses must complete WCB forms. These forms MUST be completed within 72 hours of incident.

A. EMPLOYEES WITH WORK-RELATED INJURIES/ILLNESSES

ALL staff including contractors, must report all injuries/ illness/incidents/concerns within 24 hours utilizing the [C15 OHS Accident Reporting - Appendix I Form](#), located on the Olds College website.

WCB

- When employees consult a physician or chiropractor, they must complete the **WCB Worker's Report of Injury or Occupational Disease** form. The completed form is forwarded immediately to the Human Resources Department.
- Supervisors complete the **WCB Employer's Report of Injury or Occupational Disease form**. As Olds College is required by legislation to forward the completed WCB forms to the WCB within 72 hours of notification of the injury, WCB forms are to be forwarded to the Human Resources Department immediately upon notification of the injury.
- In the event of a serious injury or illness where employees are unable to complete the WCB form, supervisors will provide as much information as possible to the Human Resources Department.
- The Human Resources department sends a photocopy of the completed WCB forms to the injured employees and maintains appropriate copies for files.
- Employees/Supervisors may ask the Human Resources Business Partners for assistance in completing the WCB forms.
- The Investigation and Incident Response Manager is responsible for conducting an accident investigation for each reported injury/illness.

B. STUDENTS WITH CLASS-RELATED INJURIES/ILLNESSES

- Students must report all injuries/ illness/incidents/concerns within 24 hours utilizing the **C15 OHS Accident Reporting - Appendix I Form**, located on the Olds College website.

WCB

- Students who consult a physician or chiropractor complete the **WCB Worker's Report of Injury or Occupational Disease** form. Instructors complete the **WCB Employer's Report of Injury or Occupational Disease form**
- The Worker's and Employer's Reports of Injury or Occupational Disease forms should be submitted to the Student Support Services Department immediately upon completion. Because students do not usually lose wages, only the first and third page of the WCB Worker's Report of Injury and the first page of the WCB Employer's Report of Injury are completed.
- The Student Support Services Department is required by legislation to forward the forms to WCB within 72 hours of notification of the injury or illness.
- In the event of a serious injury or illness where students are unable to complete the WCB form, instructors will provide as much information as possible to the Student Support Services Department.
- Students injured while on work experience notify their employer and the Student Support Services Department as soon as possible after the incident. Students should advise the physician or chiropractor they are students on work experience and they are covered by Alberta WCB. Students complete WCB Worker's Report of Injury or Occupational Disease forms. Employers complete Employer's WCB Report of Injury or Occupational Disease forms. The completed forms are forwarded to the Student Support Services Department.

- The Student Support Services Department is required by legislation to forward the reports to WCB within 72 hours of being notified of the injury.
- The Accident Reporting Procedure for students on work experience is set out in Appendix II.
- The Investigation and Incident Response Manager is responsible for conducting an accident investigation of WCB student injuries if deemed necessary by the Investigation and Incident Response Manager.

C. INJURED VISITORS

All visitors to Olds College must report all injuries/ illness/incidents/concerns within 24 hours utilizing the [C15 OHS Accident Reporting - Appendix I Form](#), located on the Olds College website. These forms should be sent to the Human Resource Department and the Investigation and Incident Response Manager.

D. HEALTH AND SAFETY INCIDENT OR CONCERN

Incidents or concerns with the potential to cause an injury or to damage property should be reported within 24 hours utilizing the [C15 OHS Accident Reporting - Appendix I Form](#), located on the Olds College website.

The Investigation and Incident Response Manager refers the issue to the appropriate Olds College personnel for investigation and recommendations to prevent the injury, illness, incident or concern from reoccurring. Once the Investigation and Incident Response Manager receives and reviews the recommendations, the OHS Committee and appropriate Olds College personnel are notified.

APPENDIX A

SUBJECT AND POLICY NUMBER:	C15 Occupational Health and Safety - Accident Reporting FORM
VICE PRESIDENT Sign Off Date:	January 8, 2018

All Injuries/Illness/Incidents/Concerns **MUST** be reported on this Form

Name: _____

Date of Occurrence: _____

Date Submitted: _____

Location: _____

Type of Injury/Illness/Concern - Please check one below.

_____ Injury (wound or trauma)

_____ Illness

_____ Concern (any other concern related to safety or risk at Olds College)

_____ Property Damage

_____ Other

Describe clearly how the injury/illness/ incident/concern occurred:

Please check if Emergency Services was required to respond (Fire, Police, EMS)

Yes – If yes, what was the conclusion made by Emergency Services? (eg. transport to Hospital, etc.)

No – If no, was there any other follow up required? Please explain.

Is this a WCB Claim? – ALL staff and student injuries **MUST** be reported to WCB within 72 hours of injury

_____ Yes

_____ No

List **ALL** individuals involved

Are they Staff or Student or Contractor or Visitor?

Describe in detail the specific campus location **AND** physical condition of the area.

Area Supervisor: _____ Phone Number: _____
(instructor, coordinator, supervisor, manager, etc.)

List **ALL** witnesses and/or persons having knowledge of the injury/illness/incident/concern

Comments:

Please ensure that this report is **fully filled in** and send **within 24 hours** to:

- **Students to:** Instructor \ Coordinator **AND** Campus Nurse: nurse@oldscollege.ca
- **Staff, Contractor, Visitor to:** Human Resources **AND**, the Investigation and Incident Response Manager at mkeeling@oldscollege.ca.

APPENDIX B

SUBJECT AND POLICY NUMBER:	C15 Occupational Health and Safety - Accident Reporting
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ACCIDENT REPORTING PROCEDURE FOR OLDS COLLEGE STUDENTS ON WORK EXPERIENCE

WORKERS' COMPENSATION COVERAGE FOR STUDENT'S WORK PRACTICUM

Olds College students, **while registered** in a program that requires a completion of a work practicum, are usually covered by Alberta Workers' Compensation. However, if the work practicum occurs **outside of Alberta**, the province or country where the work placement is occurring, will either agree to allow Alberta WCB to cover the student or require the employer to claim students on their WCB account. Therefore, it is the responsibility of the student and the employer to ensure the student has appropriate/adequate coverage for work-related injuries.

The Workers' Compensation Board (WCB) covers the student for injuries received on the job only while **registered** in the work practicum. After completing the work practicum, students who continue employment with the employer are **not covered** by WCB through Olds College. It is the student's responsibility to notify the employer when he/she is no longer covered by Olds College and to clarify his/her ongoing WCB coverage with the employer.

ACCIDENT REPORTING PROCEDURE FOR WORK- RELATED INJURIES

Olds College requires Alberta WCB forms to be completed whenever injured students consult a physician or chiropractor for any work-related injury, even if there is no time missed from work or no treatment required. The forms are available at www.wcb.ab.ca

- The student **must** see a physician or chiropractor. The doctor or chiropractor **must** be advised that this will be an Alberta WCB claim.
- The student **must** notify the [Olds College Nurse](#) as soon as possible after consulting a physician or chiropractor. The Chair and Instructor of your program should also be notified.
- The following information **must** be provided to the College Nurse of Student Support Services at Olds College:
 - Company name AND address, Student's date of birth, Student's address, and Date of injury
- The student **must** complete a WCB 'Workers' Report of Injury or Occupational Disease form, available at www.wcb.ab.ca
- Student Support Services will send WCB forms to the student and to the employer if necessary.
- Completed forms **must** be sent back to Student Support Services at 403-556-8217.
- Student Support Services will send the completed forms to WCB.
- If the student is too seriously injured to complete the forms, the **employer must** notify the [Olds College Nurse](#) immediately. The Chair and Instructor of your program should also be notified.

WCB must receive all information and completed forms within 72 hours of the occurrence of injury or a substantial fine will be levied.

WCB COVERAGE IN OTHER CANADIAN PROVINCES AND OUTSIDE CANADA

Some provinces outside Alberta may not recognize Alberta WCB coverage for post-secondary students even though Alberta WCB will cover them. Their provincial WCB Act will supersede Alberta's WCB coverage. Some provinces will work with Alberta WCB to cover the student through Alberta WCB. If another provincial WCB will not accept coverage from Alberta WCB, the student's employer's WCB account will be assessed the claim.

Students doing work experience **outside Alberta** may have to pay the costs of work-related injuries and claim the money back after they return to Alberta (or to Canada). Students **must** email, or have their employers email, all information about their injuries ASAP to the College Nurse of Student Support Services. The Chair and Instructor of your program should also be notified.

WCB Related Contact Information

In the event of an accident, or if you have any questions or concerns regarding WCB information or reporting, please contact the following: **College Nurse, Student Support Services** P: 403.556.8239 or TF: 1.800.661.6537, Email: nurse@oldscollege.