

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 and the person designated to administer

Rental group advises Custodian that an injury has occurred, at time of incident. They provide name of injured person, date, time and location of incident and a brief summary of what occurred

Rental group contacts the Rental Office the next day to report incident, name of injured person, date, time and location of incident and a brief summary of what occurred

Rental group contacts their Insurance Company

Rental group provides the Rental Booking Clerk with a copy of the Incident Report form from their insurance company

School Board Responsibility

Custodian provides access to school's First Aid Kit and telephone (land line) if required

Custodian contacts the Operations Supervisor or the On-Call Supervisor at 519-563-1500 and provides name of injured person, date, time and location of incident and a brief summary of what occurred

Operations Supervisor determines if accident/injury is critical
Refer to definition

If critical, then Operations Supervisor notifies H&S Officer and Rental Booking Clerk

When necessary, Rental Booking Clerk contacts the rental group and obtains required information: name of injured person, date, time and location of incident and a brief summary of what occurred

Rental Booking Clerk submits the on-line **OSBIE Incident Report** form, noting that a rental group was involved and providing the name of group and permit number

DEFINITION OF A CRITICAL ACCIDENT/INJURY

A Critical Accident/Injury is defined as an injury of a serious nature which has occurred and caused or resulted in:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture/break of a leg or arm but not a finger or toe
- Involves amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body

H&S Officer investigates and completes an OHS report. He informs the Principal and OJH&SC (Occupational Joint Health & Safety Committee)

Manager of Facility Services reviews incident

As of Jan. 9, 2013