

Tips to Complete the Co-op Student Incident & Injury Report Form



Co-op Teacher must complete:

Part 1 – includes your name; date of birth; home address; home and work telephone number.

Part 2 – includes the site of the incident (included name and address); the room/area; the occupation; the co-op teacher's name and their telephone number.

Part 3 – describe, in detail, how the accident happened; the symptoms of any injury and location of any injury (i.e. head, arm, both, etc.). The date and time the incident occurred; when you reported the incident to your supervisor and a list of witnesses of the incident must also be noted.

Part 4 - Earning Information - complete student earning information

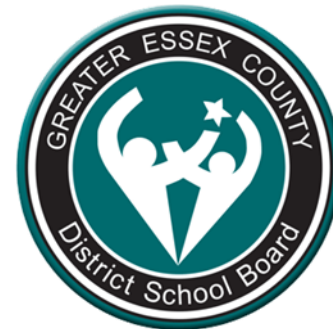
Part 5 – describe, in detail, any first aid treatment you received at the workplace. Also, note if you sought medical treatment outside of work for your injury.





Part 6 – Complete and review these questions with the student. This includes the type of incident, worker activity at the time of the incident, any equipment involved and steps to prevent a re-occurrence.

Once the report is complete it must be signed and dated by the student and the co-op teacher. Fax or scan the form to the WSIB Officer (fax 519-255-3207).



Reporting Co-op Students Accidents and Injuries



<p>Near Miss</p> <ul style="list-style-type: none"> • A near miss is an unplanned event that does not result in injury, illness, seeking medical attention, or lost time from work – but had the potential to do so. It simply means an accident / injury <i>almost</i> occurred. • An example is a pen that falls on the floor that has the potential to cause a slip or fall because no one has picked it up. 	<p> First Aid Injury</p> <ul style="list-style-type: none"> • An accident that results in an injury <i>only</i> requiring on-site first aid attention. This injury does not require seeking medical attention or results in lost time. • First aid includes: cleaning minor cuts, scrapes or scratches, treating a minor burn, applying bandages and / or dressings, cold compress / pack, ice bag. • An example is a paper cut requiring a bandage. 	<p> Medical Injury</p> <ul style="list-style-type: none"> • An accident that results in an injury that requires attention from a medical health care provider. • Includes doctor, nurse, chiropractor, physiotherapist, hospital services, and health clinic services. • An example is a deep cut from the improper use of scissors resulting in the need for outside medical attention. 	<p> Lost Time Injury</p> <ul style="list-style-type: none"> • Lost time injuries refer to accidents or injuries that cause the employee to not be able to return to work the next day after the accident / injury has occurred. 	<p> Critical Injury</p> <ul style="list-style-type: none"> • Is an injury of a serious nature that has occurred and caused or resulted in: • Places life in jeopardy, fatality. • Produces unconsciousness. • Substantial loss of blood. • Broken 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. • Causes the loss of sight in an eye
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Reporting an Accident, Injury

	Student are required to:	Teacher are required to:
Co-op Student Injury	<ul style="list-style-type: none"> • Report near misses, accidents and injuries immediately and directly to their Supervisor and Co-op Teacher. • Complete incident report with the co-op teacher. 	<ul style="list-style-type: none"> • Inform the parent/guardian as soon as possible. • Complete GECDSD Co-op Student Incident/Injury Report within 48 hours of being made aware of the incident. Fax or scan to GECDSD WSIB Officer (fax 519-255-3207). • Retain a copy of the report in the student's file.
Paid Co-op Student Injury	<ul style="list-style-type: none"> • Report near misses, accidents and injuries immediately and directly to their Supervisor and Co-op Teacher. • Ensure employer completes the incident report. 	<ul style="list-style-type: none"> • Inform the parent/guardian as soon as possible. • Because the student is on the employer's payroll, ensure the employer has completed the WSIB Incident/Injury Report. • Forward a copy of the report by fax or scan to GECDSD WSIB Officer (fax 519-255-3207). • Retain a copy of the report in the student's file and in the main office.

Reporting a Critical Injury

If the co-op student (paid or unpaid) is at a workplace outside a school	If the co-op student is at a workplace in a school	Teacher will:
<ul style="list-style-type: none"> • Supervisor will Immediately contact 911. • The company will advise the Ministry of Labour. 	<ul style="list-style-type: none"> • Supervisor will Immediately contact 911 • Principal will contact the Health & Safety Officer, who will advise the Ministry of Labour 	<ul style="list-style-type: none"> • Inform the parent/guardian as soon as possible. • Contact the Health & Safety Department and complete GECDSD Co-op Student Incident/Injury Report within 48 hours of being made aware of the incident. Fax or scan to the GECDSD WSIB Officer (fax 519-255-3207).