

Accident & injury reporting for students

Accident and injury reporting and investigation process:

1. Immediate Reporting:

The injured or ill individual must report the incident to the campus First Aid attendant as soon as possible.

2. Form Completion:

An *Injury/Illness Investigation Form* must be completed by one of the following:

- The First Aid Attendant
- The Student
- The Student's Instructor

All incident forms must be submitted to the campus director and occupational health and safety (OHS) committee within one (1) day of the incident.

3. Investigation Workflow:

- a. First Aid attendant completes the *Incident Investigation Form*.
- b. The completed form is submitted to the occupational health and safety (OHS) committee at the campus.

4. OHS committee may require additional follow-up if student/staff went to hospital or doctor.