



SAFETY REPORTING PROCESS

It is the Placement Agency's responsibility to ensure the Placement Agency Representative supporting the student knows how to report a safety incident/accident/exposure involving a student. If an accident or injury occurs while the student is at placement with your organization, the following should be completed:

1. Provide first aid onsite (if appropriate).
2. If the student requires medical attention/treatment, ensure safe transport e.g., taxi, ambulance to a medical facility (if required).
3. Report the incident as soon as possible (within 24 hours) to the College Placement Representative.
4. If Ministry of Colleges and Universities (MCU) or WSIB require reporting, the College is responsible for reporting obligations and will notify the agency of completion.
5. In the event of #4, the College may ask for your signature on two general safety reporting documents for the MCU/WSIB. These documents are formalities to ensure the College is covering the student insurances in case of an accident.
6. If able, assist with any recommended accommodations should they be required in order to support the student returning to placement.