

STUDENT UNUSUAL OCCURRENCE/ACCIDENT AND EXPOSURE REPORTING

While Students are on placement, all parties are accountable for ensuring safety and exercising due diligence with regards to Student safety outcomes and reporting measures. **Anyone with knowledge** of an accident/injury/exposure or unusual occurrence can use the following FORMS to report the information to the College. These forms are for placement reporting and internal college use only and can be found on the Intranet and within each Student Placement Hub:

- [Student Placement SAFETY Reporting Form](#)¹ for all related to accidents/injuries or exposures
- [Student Placement UNUSUAL OCCURRENCE Reporting Form](#)² for all types of unusual occurrences such as workplace harassment, bullying, violence or sexual violence or situations where a student may be in distress

This reporting includes:

- When a student has demonstrated inappropriate behaviour, or been the aggressor at the Placement Agency; and/or
- When someone at the Placement Agency has demonstrated inappropriate behaviour or been an aggressor at the Placement Agency

In addition, the College has reporting obligations to fulfill under the *Ontario Health and Safety Act* (OHSA) and *Workers Safety Insurance Act* in the event of a Student accident/injury/exposure.

REPORTING STUDENT ACCIDENTS/INJURIES/EXPOSURES

The following must be completed for all Students on placement who are involved in an accident or sustain an injury inside or outside of the Country:

- Students are to report the accident/injury/exposure to the Placement Agency Supervisor and (if available) the onsite College Placement Representative as soon as safe to do so
- Placement Agency to ensure Student receives first aid, and/or safe transport for medical treatment, if necessary and reports to the College if the student is unable
- Student must fill out the **Student Placement SAFETY Reporting Form** (found: **Blackboard Hub Safety Reporting Info**) as soon as possible (or where reasonable, within 24 hours) of the incident

¹ <https://forms.office.com/Pages/ResponsePage.aspx?id=JzINi7SbyUi2XGCUOT0DC3w6B--pz2dKrX1eCRGWZOxURDg4Q1daSEJURDUxVIRSV1o5NE1HN1JBNS4u>

² <https://forms.office.com/Pages/ResponsePage.aspx?id=JzINi7SbyUi2XGCUOT0DC3w6B--pz2dKrX1eCRGWZOxURUpUUUoyMTdEuzVUVjNaN1BYNDNJtZlBSC4u>

- Once completed, the **Manager, Student Placement** or, in absence, the **Campus Health Services designate** will determine and complete the appropriate reporting measures as necessary