

When an accident/injury occurs during a rental

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

Rental Group advises custodian (if available and on site), that an injury has occurred at the time of the incident

Rental Group contacts the CUS Supervisor to report the incident. Permitholder must complete the accident report found on the CUS website

Rental group designate must email report to palangok@hwcdsb.ca

Details needed are name of injured person, time and location of incident and a brief summary of what occurred.

Rental group must file a report if person seeks medical attention from a hospital as well

Rental Group provides a copy of their insurance provider's incident report form to the CUS Supervisor at palangok@hwcdsb.ca

SCHOOL BOARD RESPONSIBILITY

Where necessary, CUS Supervisor submits the on-line OSBIE Incident report form noting that a rental group was involved and provides permit number as a reference

H&S Manager investigates and completes an OSHA report. H&S informs both the principal and JH&SC (Joint Health and Safety Committee)

REPORTING A CRITICAL ACCIDENT / INJURY

Immediately call:

FIRST CALL to Nancy Hume Milette 905) 525-2930 ext.2175 or Kim Palango 289)922-9546

* Leave a detailed message for Nancy – name of injured person(s), time and location of incident and brief description of what occurred

CALL Ministry of Labor directly if Nancy Or Kim not available 1-877-202-0008

A critical Injury is defined as an injury of a serious nature which has caused:

- Placing a life in jeopardy
- Unconsciousness
- Substantial loss of blood
- Fracture/ break of 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