

OFF-CAMPUS EDUCATION STUDENT INCIDENT REPORTING PROCEDURES

I am a Student who is injured at a
work site.... What do I do?

Student Responsibilities:

1. Tell your employer/onsite supervisor the details of your injury. Seek medical attention or first aid if needed.
2. Tell your parent/guardian.
3. Tell your off-campus teacher: Tell your teacher the details of the injury. The teacher will need to complete appropriate paperwork in collaboration with you and the employer.
 - a. **If the injury requires you to take some time off work**, tell your employer and off campus teacher. The off-campus teacher must ensure a report WCB-Alberta is filed within 48 hours.
4. Tell a health-care provider (if needed):
 - a. **If the injury requires you to see a health-care provider**, such as a family physician, tell the health-care provider that the injury occurred at work. The health-care provider must report the injury to WCB-Alberta within 48 hours. Note: If the doctor does not send in a report, the WCB will not open a file.
5. Tell WCB: With the help of the Health and Safety Coordinator, off-campus teacher and the employer, complete a [C060 Worker Report of Injury or Occupational Disease](#) if required.

Additional information is available in the [WCB-Alberta Worker Handbook](#) or the Workers' Compensation Board website <https://www.wcb.ab.ca/>

I am a Supervisor of a student who is injured at our
work site.... What do I do?

Employer Supervisor Responsibilities:

If a student is injured at the work site, the employer must immediately ensure first aid or medical attention is provided and contact the off-campus teacher

Record the injury in the employer's incident/injury record book.

If in doubt, report the incident

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I am the Off Campus Teacher of a student who is injured at a work site.... What do I do?

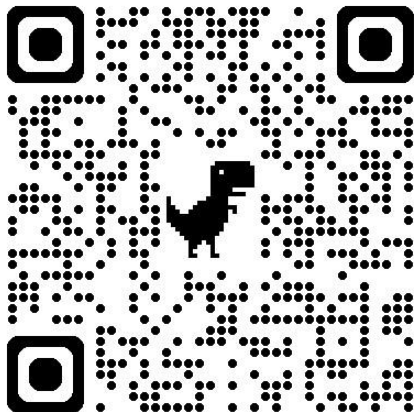
Off-Campus Teacher Responsibilities:

The off-campus teacher, in collaboration with the employer, will determine whether an Employer Report of Injury form needs to be submitted to WCB-Alberta (Alberta Education WCB Account Code – 345912/6). A form needs to be submitted if the injury results in or is likely to result in:

- lost time or the need to temporarily or permanently modify work beyond the date of the incident
- medical treatment beyond first aid (assessment by physician, physiotherapy, chiropractic, etc.)
- medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)
- death or permanent disability (amputation, hearing loss, etc.)
- a disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.)

The off-campus education coordinator is responsible for working with the student, in collaboration with the student's employer, has the responsibility to submit complete documentation to both the WCB (fax line 780-427-5863) and the Alberta Education (email offcampusedu@gov.ab.ca) within 72 hours of notification of a reported incident.

[LRSD Off-Campus Student Incident Report](#) or use this QR Code



You will be emailed a copy of the submission. Please forward to the Associate Superintendent, Curriculum and Innovation as well as the Superintendent.

If in doubt, report the incident

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