

APPENDIX F: Accidents and Illnesses Involving Students and Employees

Procedures to Follow

If you encounter a student, employee or visitor who is ill or injured, you may contact the College Office for help or take the steps as below:

- If the accident or illness is major, phone 9-911 for an ambulance and then phone 966-5555 for Security.
- If the accident is not major but not minor, phone 966-5555 for Security, who will call an ambulance if they believe there is a need.
- If the accident is minor, and you feel confident administering First Aid, do so; otherwise, call 966-5555 for Security.
 - If you believe that further attention should be sought (eg, a cut possibly requiring a stitch or a tetanus shot), advise the student to go to the Student Health Centre at 145 Saskatchewan Hall, or the employee to go to a medical clinic.
 - Take the student/employee there or ensure they go with a friend.
 - In the case of students, it is a good idea to phone the Student Health Centre at 966-5768 to say the student is coming, and then follow up with a phone call to see if the student did arrive there.

Documentation of Accidents/Incidents and Near Miss Incidents – see <http://www.usask.ca/wsep>.

- If students or employees are injured or involved in a near miss incident while engaged in activities at, or conducting work for the University, it is essential that certain sections of an **Incident Report Form** be completed by the individual or a close colleague, if the individual is unable to do this.
- The individual's supervisor then completes the supervisor sections of the report.
- The online incident report should be submitted within 24 hours of the incident if at all possible.
- For help completing the online report, please contact Dr. Ed Krol (2011) or Merry Beazely (5826), or call Workplace Safety and Environmental Protection at 4700.
- If the student or employee seeks professional medical care related to the incident (eg, physician), s/he or supervisor must contact Health and Wellness (4580) to determine whether the injured individual is required to complete a Worker's Compensation Board form. **Note: if required to submit WCB form, this much be done within 5 working days of the incident.** This is very important as the University has received notice from the WCB regarding failures to meet timelines for reporting workplace injuries. Subsequent failures to do so could result in significant fines.
- Incident Reports are intended to provide formal records of all incidents that have occurred at the University. The information gathered is important for analyzing the causes of incidents and implementing corrective and preventive measures to minimize recurrence.

Items to Note re Ambulance Assistance

- If a student is injured in an accident while involved in a University activity is transported by ambulance to a hospital, the cost is reimbursed from the Student Accident Fund (refer to the "Student Accident Benefit" at the U of S Policy website (www.usask.ca/policies/6_04.htm) or, if injured while performing paid-for duties, by the Workers Compensation Board.
- Although students are not covered for ambulance costs if the need is not the result of an accident, you should phone 9-911 if you believe the student requires medical attention; or call 966-5555 for Security and they can decide if an ambulance should be called.
- Security staff are not permitted to transport anyone to a medical facility due to liability issues. This is the responsibility of ambulance personnel.