

## STUDENT INJURY OR INCIDENT REPORTING FLOW CHART

This is a flow chart on the reporting process for student-related injuries and incidents on-campus, in-class, off-campus while at practicum sites, or off-campus during College-approved activities.

1 STUDENT INJURY OR INCIDENT OCCURS
Call Emergency Services 9-1-1 if medical or emergency services are required, and then
if on Cranbrook campus: Security 2-2-2.
2 First Aid Record/Incident Report (within 24 hours of occurrence)
First Aid Record filled out for Injuries: filled out by College staff/campus security who are the first aid
attendant that attends to the student.
Incident Report filled out for Incidents: filled out by staff and signed by that person and their supervisor.
If an incident involves an injury, the first aid record should accompany the incident report.
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Practicum Students on Practicum Component of Program/Apprentices in Technical Training/Foundation
Students at Unpaid Off-Site Work Experience/ITT Student at Unpaid Work Experience Non-Secondary School Component
WorkSafeBC (WSBC) Form 6 – Completed by the Student and Sent to WorkSafeBC
WorkSafeBC (WSBC) From 6A – Completed by the Student and Sent to Relevant Faculty and Department
3 First Aid Record, Incident Report, and WSBC Form 6A are all sent to <i>Executive Assistant to the Vice</i>
First Aid Record, Incident Report, and WSBC Form 6A are all sent to Executive Assistant to the Vice President Academic and Applied Research (EA VPAAR) via email to cmooy@cotr.bc.ca or
in-person (Cranbrook Main Campus - office 245B).
4 EA VPAAR will review report(s) for completion, follow-up as necessary with report author, and
follow-up with staff for any status updates regarding the student (such as returned to class) to comply with
the College's internal and external risk management requirements (including WorkSafe BC requirements).
EA VPAAR will also include staff's manager in communications to staff to ensure that the manager is aware of
the event and updates.
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5 Manager will follow-up with staff involved to ensure staff and students receive necessary resources
for dealing with an incident. This will include a debriefing with staff that should discuss what could be done
to prevent such incidents in the future, and to offer a referral to services provided and supports as needed.
Resources Available for students and staff who are present during incident or injury:
<u>Resources for Students:</u>
Here2Talk - 1-877-857-3397 (toll free), <u>here2talk.ca</u>
Student Services – 1-877-489-2687 x3243 (toll free), <u>studentservices@cotr.bc.ca</u>
Resources for Staff:
Homewood Health - 1-800-663-1142 (toll free), <u>https://homeweb.ca/</u>