

Work-Related Injury? Three Things to Do Right Away!

1 Get first aid, or medical care, as required.

First aid is available through:

- designated first aiders: employees trained in first aid and CPR (located across campus),
- (Thunder Bay Campus) the Health Services Centre, from September through April (at REACH),
- (Thunder Bay Campus) Security Services (call **922** from College phones; 623-0465 from cell, private or payphones; pick-up a Help! Phone located in corridors).

Security or your Campus Manager will also arrange for ambulance service, should you require urgent (emergency) health care from your location. If you require non-urgent transportation to off-campus health care, or to home, taxi service will be arranged for you. (Note: In Thunder Bay, physicians are also available at various times during the academic year at Health Services: call 6169 for physicians' clinic hours.)

2 Tell your supervisor — report your accident.

Your supervisor needs to know what happened so that he/she can promptly address the hazards which resulted in your injury. Your supervisor is also your first contact for completing an accident report. The accident report needs to be completed & submitted to Health + Safety.

3 Contact Health + Safety.

Should you and your supervisor require assistance in completing the accident report, Health + Safety staff are able to help: the Manager, Health + Safety at 475-6624; or Human Resources Services: 475-6148.

Our staff will review your completed report, and will follow-up with you and your supervisor to ensure that the hazards that resulted in the accident have been addressed.

Our staff will also ensure that the accident report is submitted to the Workplace Safety and Insurance Board in a timely manner, should a workers' compensation claim be required. (See Question #4 on page 2.) Later, Human Resources Services staff will be available to assist you and your supervisor to design a modified work plan that accommodates your injury, should one be required.



Emergency? 24 Hours, Call:
From internal College phones 922
From external/cell phones 623-0465

Non-emergency Reporting & Assistance:
During business hours: 475-6261
Outside business hours: 623-0465
Work Orders: facilities@confederationnc.on.ca

For more information, contact:
Manager, Health + Safety: 475-6624

Work-Related Injury? What to do? Check Page 1!

Questions & Answers About Work-Related Injuries ...

Q1/ What are “work-related injuries”?

A/ Work-related injuries “arise out of and in the course of employment”. They include injuries which:

- are the result of accidents in the workplace (eg. fracture and bruises in a fall from a ladder), or
- are the accidental outcomes of normal workplace activities (eg. back strain while lifting boxes).

Work-related injuries also include disablements which appear gradually in association with workplace activities (eg. tendinitis from improper mouse use).

Q2/ What if my injury prevents me from contacting my supervisor or Human Resources Services immediately?

A/ Any of the first aid providers listed on page 1 will ensure that your supervisor and the Manager, Health + Safety are contacted on your behalf, if you are unable to do so. You will still need to contact your supervisor and Health + Safety to follow-up once you have received emergency health care. (If you are hospitalized, your supervisor or Human Resources will contact you.)

Q3/ What should I do if I am unsure that my injury or condition is work-related?

A/ Contact the Manager, Health + Safety (475-6624).

Q4/ Are all injuries reported to the Workplace Safety and Insurance Board?

A/ No. While all injuries are recorded, only those injuries that cause an employee to:

- obtain health care (eg. the services of a medical doctor, chiropractor, dentist, physiotherapist, etc.), or
- be absent from work, or
- earn less than regular pay, or
- be placed on modified work for more than 7 calendar days,

are reported to the Workplace Safety and Insurance Board.

Did You Know That . . .

- all employees of Confederation College, including student employees, full-time, part-time, casual and contract employees, have workers’ compensation coverage under the Workplace Safety & Insurance Act?



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