COLLEGE POLICY

Policy No. & Title:	**P-133 Emergency Reporting**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-10-31

Purpose
To establish the guidelines and expectations for reporting injury or illness on campus or during College sponsored events.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy applies to physical Campus Locations and Campus Support Centres.

Definitions
Emergency Scene Management (ESM): The sequence of actions to follow at the scene of an emergency to ensure safe and appropriate first aid and response are provided.

POLICY
Principles

- The College is committed to providing a safe and healthy learning and working environments for all members of the College community.
- Health and safety in the campuses is the responsibility of everyone.

Application

1) Each Campus Director must ensure their campus always has a fully stocked First Aid Kit.
2) Where an accident or injury occurs to a member of the College, Emergency Scene Management (ESM) shall take place.
3) In conjunction with ESM, emergency services shall be contacted (9-1-1).
4) The Campus Director must ensure the first person on-scene completes an incident report.
5) In the event of a critical injury, as defined in the Act, or fatality occurs, the Campus Director must notify Human Resources immediately. Human Resources will assume all further liaison directly with the Ministry of Labour in such instances.
6) In the event of a critical injury, as defined in the Act, or fatality occurs, the Campus Director must notify the joint health and safety committee representative of the incident.

Related Policies
P-101 Health & Safety

Supporting Documents/Forms
Occupational Health and Safety Act, 1990
P-133p Emergency Reporting – Procedure