

Extract from the Program Guide Ministry-Authorized Work Experience Courses (November 2014)

**** Always check the web to ensure you are using the most recent guide. ****

Accident and Injury Reporting Procedure (WEX/CP)

It is essential that every workplace accident, no matter how minor, is followed up and a WorkSafeBC report filed. This ensures that injuries that initially appear minor, but are potentially serious, are still subject to Workers' Compensation coverage. It is the school's responsibility to inform participating students and work site supervisors about the procedure for reporting injuries suffered by students on work experience placements. Follow the procedure below in the case of a workplace accident or injury:

1. The student must report any injury to the workplace supervisor and work experience teacher as soon as possible.
2. The work site carries out on-site first aid if appropriate. If necessary, the work site supervisor transports the student to a physician or hospital, and indicates to the physician or hospital staff that the injury resulted from a workplace accident.
3. In accordance with section 54 of the *Workers Compensation Act*, a WorkSafeBC Employer's Report of Injury or Occupational Exposure (Form 7) must be filled out by the school district or Independent School/Authority/Board and submitted to a regional WorkSafeBC office within three days of the date of the injury. This form can be found on the WorkSafeBC web site at <http://www.worksafebc.com/forms/default.asp>. Please note that the school district or Independent School/Authority/Board must be listed as the student's employer on all WorkSafeBC forms. By listing the student's occupation as "work experience student" on the form, the claim will be assigned to the provincial government, not the school district or Independent School/Authority/Board.
4. The "WorkSafeBC account number" for work experience students is 4000, and the "classification unit number" is 841102. Leave the "type of business" and "operating location number" cells blank, along with the "employer payroll contact" cells. Also, be sure to list the "worker's occupation" as 'work experience student' and check the "temporary" and "student" boxes in the section on Worker Information. A sample of a completed WorkSafeBC Form 7 is included in Appendix E.
5. For a student injured on a school-approved and unpaid work-experience placement at a standard worksite, a copy of the WorkSafeBC Injury Report (Form 7) and a copy of the Student's Work Experience Agreement form (see Appendix B) are required to be submitted to the Ministry of Education. These forms can be scanned and emailed; faxed or mailed to the Ministry Work Experience Coordinator for processing. Samples of these forms are shown below.
6. Submit to the Ministry of Education as soon as possible a copy of the WorkSafeBC Injury Report (Form 7) and a copy of the student's Work Experience Agreement form. These forms are required before the ministry will sign off on any WorkSafeBC claims received for work experience students. Claims will only be covered for students who have a signed work experience agreement for the times and dates of work placements where the injury occurred. Injury forms should be sent to the Ministry of Education c/o Di Byrne at:
 - Email: di.byrne@gov.bc.ca
 - Facsimile: (250) 356-8334
 - Mailing Address: PO Box 9887, STN PROV GOVT, 4th Floor, 620 Superior St. Victoria BC V8W 9T6

In accordance with school district or Independent School Authority records retention policy, the Work Experience Agreement form and the WorkSafeBC Injury Report (Form 7) should be kept on file.