



STUDENT SAFETY REPORTING PROCESS

It is your responsibility to ensure your Placement Agency Representative supporting the student knows how to report a safety incident involving a student.

If an accident or injury occurs while the student is at placement with your organization, the student will be responsible for completing the below steps to ensure College safety reporting is completed:

1. Report any incidents or accidents/exposures immediately to the Placement Agency Representative
2. Report the incident as soon as possible (within 24 hours) to the College Placement Representative
3. Complete (within 24 hours) the online Excel Safety Report found on the student Blackboard Hub
4. Submit the form to the Placement Clerk or Program Coordinator
5. Follow up with the College Counselling and Accessibility Services (CAAS) if accommodations are required to return to placement