

HOLLAND COLLEGE		
Quality Process A02	Issue Date: September 25, 2024	Revision: Ten
Title: Student Accidents and Injuries		Page 1 of 9
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1. PURPOSE:

- 1.1** To ensure that accidents and injuries involving students are dealt with effectively.
- 1.2** To describe the process for reporting student accidents and injuries.

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2. SCOPE:

All student accidents or any injury incurred by a student while training or through any activity approved by the College.

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3. RELATED PROCESSES, DOCUMENTS & DEFINITIONS:

- 3.1** Quality Process [F01](#) - Reporting of Incidents & Staff Workplace Accidents
- 3.2** Quality Process [A11](#) - Work Integrated Learning
- 3.3** Quality Form ([023.docx](#)) - Accident & Incident Report
- 3.4** Quality Form [200.docx](#) - Quality Improvement Initiative
- 3.5** Quality Form [158.pdf](#) ([158.docx](#)) – Holland College Accident/Incident Investigation Report
- 3.6** Quality Form [184.pdf](#) ([184.docx](#)) – Holland College Violent Incident Report Form
- 3.7** Administrative Regulation [50-01-6](#) - Accident Insurance
- 3.8** Administrative Regulation [30-04-1](#) - Occupational Health & Safety
- 3.9** PEI OH&S: [Workplace Violence—A Guide to Prevention of Workplace Violence](#)
- 3.10** The PEI Occupational Health & Safety Act & Regulations (<http://www.wcb.pe.ca/Information/ActsAndRegulations>)

DEFINITIONS:

College Representative: when College sanctioned events are held on College property, such as a student dance, there will be a designated person with assigned responsibility for the event. This individual will be referred to as the College Representative.

Accident:

- Merriam Webster Dictionary: an unexpected happening causing loss or injury that is not due to any fault or misconduct on the part of the person injured.
- The PEI Workers Compensation Act (https://www.princeedwardisland.ca/sites/default/files/legislation/w-07-1-workers_compensation_act.pdf) defines accident as follows:

“accident” means a chance event occasioned by a physical or natural cause, and includes

 - a) a willful and intentional act that is not the act of the worker,
 - b) any
 - (i) event arising out of, and in the course of, employment, or
 - (ii) thing that is done and the doing of which arises out of, and in the course of, employment, and
 - c) an occupational disease,

and as a result of which a worker is injured.

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4. RESPONSIBILITIES:

- 4.1 Vice President of Corporate Services, Strategic Development & Stakeholder Relations:** for overseeing the implementation and operation of this process and ensuring the College has adequate insurance coverage.
- 4.2 Director of Facilities:** for ensuring each centre has an adequate first aid kit and for reviewing accident and incident reports, and where possible, taking appropriate action to eliminate potential causes of accidents and incidents.
- 4.3 Facilities Coordinator:** for receiving & monitoring Accident & Incident Reports.
- 4.4 The College staff member/representative responsible for the activity when the accident/injury occurred:** for taking necessary action, as described in this process, to deal with incidents of student

illnesses, accidents and injuries and for completing specified paperwork.

4.5 Program Manager: for ensuring that their staff are fully aware of this process.

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5. PROCESS:



This symbol identifies an Inherent Quality Concern (IQCrn). An IQCrn is a point in a process where a failure to complete a step creates the opportunity for a problem to occur. Outside of correctly completing the process step, no other action is required. The act of completing that step and sometimes subsequent steps is essentially managing a potential risk.

SECTION A: HANDLING STUDENT ILLNESSES, ACCIDENTS & INJURIES

General



5.2 Each college centre shall have at least one (1) adequately stocked first aid kit.



5.3 The Director of Facilities will ensure that each kit is adequately supplied and that staff and students of the centre are made aware of how to access it.

5.4 In the event of a student illness, accident or injury the student's Learning Manager/Instructor should be notified as soon as possible. If the Learning Manager/Instructor cannot be contacted then other department or student services staff should, if possible, be notified.

5.5 Reporting of student accidents and injuries shall follow the steps outlined in Section B of this process.

Illness And Minor Accidents

5.6 If a case of illness is not serious, the affected student should be treated or, referred to their doctor or the nearest medical centre/clinic.

5.7 Injuries that are minor in nature should be treated using available first aid supplies.

More Serious Illnesses, Accidents & Injuries

5.8 When illnesses, accidents or injuries of a more serious nature occur, on-site first aid should be administered according to the ability of the individuals present.

- 5.9** When a staff member or a more qualified individual is present, they should take charge of the situation and determine how to proceed. In the event there is no staff member present, when possible, an individual should be dispatched to enlist the aid of the nearest staff.
- 5.10** The individual(s) present, whether staff or student, must, in addition to administering first aid, take the action they deem is necessary to assist the casualty. This action may include:
- a)** arranging transportation to the nearest medical services;
 - b)** calling and requesting emergency assistance.

SECTION B: REPORTING OF STUDENT ACCIDENTS & INJURIES

Accident Insurance Plans For Students Of Holland College

- 5.11** Accident Insurance Coverage of Holland College Students
- a)** All post-secondary students of the College, including international students, are automatically enrolled in the Holland College Student Union Health Plan which includes coverage for Accidental Death & Dismemberment (AD&D). Students who qualify to opt out of the health plan are still covered by the AD&D portion of the plan.
 - b)** International students who are not post-secondary, must have Emergency Medical Insurance for International Students from a provider that is acceptable to the College.
 - c)** Students enrolled in the College's Adult Education programs are covered by the College's "Accident Insurance Plan for Adult Education Students of Holland College".

Workers Compensation and Other Forms of Coverage

- 5.12** The PEI Occupational Health & Safety Act (https://www.princeedwardisland.ca/sites/default/files/legislation/o-1-01-occupational_health_and_safety_act.pdf) states the following:
- a)** 36. (1) Where an accident occurs in the workplace in which a worker is seriously injured in a manner which causes or may cause a fatality, suffers a loss of limb, unconsciousness, substantial loss of blood, a fracture, an amputation of a leg, arm, hand, or foot, a burn to a major portion of the body, or the loss of sight in an eye, the employer shall ensure that written notice is sent, by the fastest means available, to the Director within 24 hours of the accident.

(2) Where an accident is reported under subsection (1), the employer shall notify the committee, where one exists, or the representative, if any.


(3) Except as otherwise directed by an officer, no person shall disturb the scene of an accident that results in a serious injury or a fatality except to the extent that it is necessary

(a) to attend to persons injured or killed;

(b) to prevent further injuries; or

(c) to protect property that is endangered as a result of the accident. 2004,c.42,s.36.

- b)** 37. An employer shall, whether or not a person has been injured, provide the Director with a written report of all accidental explosions. 2004,c.42,s.37.

5.13  While students on campus are not classified as workers, they are (attending College) in a workplace covered by the PEI OH&S Act. As a result, all accidents involving students that meet the description described in the OH&S Act must be reported to OH&S and dealt with, in terms of process, as if it were a College employee who was injured. In order to meet the requirements specified under the OH&S Act, College staff who are first on the scene of a serious accident must:

- a)** take steps to report the situation to a member of College Management and the Director of Facilities, and
- b)** take steps to secure the accident scene for investigation purposes.


5.14 Serious workplace injuries must be reported to WCB within 24 hours by calling 902-628-7513. College staff shall cooperate fully with police and investigative officers of the Workers Compensation Board of PEI.

5.15 When a report must be filed with the WCB there are forms to be completed by the College that are available from the PEI Workers Compensation Board website - <http://www.wcb.pe.ca/> .

Students ("Learners") and Workers Compensation


5.16 Workers Compensation or a private insurance plan may also, under specific circumstances such as WIL, cover students. Because any accident or injury may be subject to a claim or subsequent legal action, accurate documentation of the accident is of critical importance.

5.17 The various provincial acts covering workers compensation generally have a statement that classifies a “Learner” on WIL as a worker, and as workers, students on WIL MAY be covered under the act. It is known that students on WIL within the province of PEI are covered. Special arrangements can be made for WIL placements in the province of Alberta, New Brunswick and Manitoba. However, the status of WCB coverage for students on WIL in the other provinces is not currently known (see Quality Process A11 for details).

5.18  When an accident occurs that may involve Workers Compensation, all applicable Workers Compensation forms must be completed and submitted within three days. Forms may be obtained from the College’s personnel office. When an accident occurs on a worksite and even if the student is not covered by WCB, most WCBs require that the accident be documented and reported.

Determining If an Accident Should Be Reported

5.19 While some accidents/injuries are without question to be reported, there are many where what should be done is not as clear. The following will provide some guidance towards making a decision.

- a)**  Accidents that must be reported:
- (i)** Any accident, which results in an injury to a student, that requires, or in the staff member’s opinion requires treatment by a physician;
 - (ii)** Any accident to a student where a police report is filed;
 - (iii)** Any accident involving a student that in the staff member’s or the student’s opinion should be documented. (eg. a student slips and falls but has no apparent injuries; a student injures themselves, but insist it is nothing or they will get it checked later)
- b)** Accidents that may be minor in nature (such as a cut finger, twisted ankle, bruised shin, etc.) will be reported at the discretion of the student or staff member.
- c)** If in doubt, document it.


Reporting (Documenting) of Accidents or Injuries


5.20 Documenting of student accidents or injuries will be on Quality Forms 023 (Holland College Accident & Incident Report). See

paragraph [5.16 to 5.18](#) regarding Workers Compensation coverage and reporting.

- 5.21** The student involved will be requested to complete and forward Quality Form 023 to the Facilities Coordinator. It is preferable to have the form completed as soon as possible after the incident, in order to capture the events while they are still fresh in the minds of the individuals involved. When possible the form should be completed within one (1) working day of the accident or injury.

NOTE: To make a claim under an insurance plan usually requires written notice of the accident within a specified time after the date of the accident. Students/staff should consult the applicable accident insurance plan for more details. Students insured under the Holland College Student Union Student Health Benefits Plan will need to contact the [Student Union Office](#) for details on submitting a claim.

- 5.22**  In the event the injured student is not able to complete or sign the form (QF023), a copy of the form, with as much information as can be reasonably completed by the College staff member who was responsible for the activity when the accident occurred, will be forwarded, within one (1) working day, to the Facilities Coordinator. When the student is able, they will be requested to complete, sign and forward another copy to the Facilities Coordinator.


- 5.23**  The College staff member who was responsible for the activity when the accident occurred must ensure the student receives a copy of the form and encourage them to complete it. They will also complete a Quality Form 023 (Accident/Incident Report) and forward it to the Facilities Coordinator within one (1) working day.

- 5.24** If the accident occurred during an off-campus activity, please attach a copy of the student's signed off-campus release form or the trip waiver form along with the completed Quality Form 023.

- 5.25** In the event of an accident during an unsupervised activity, such as students using recreation facilities, the student should request a copy of Quality Form 023 from a Student Services staff member.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS—VIOLENCE IN THE WORKPLACE (COLLEGE FACILITIES)

- 5.26** This section addresses the reporting of incidents involving violence as defined by the PEI OH&S Regulations. The College requires all incidents of violence in the College to be reported using a Quality Form 184 (Violent Incident Report Form).

- 5.27** Any incident where an individual in the College community is threatened by:
- an attempted or actual exercise of physical force by a person that can cause, or that causes, injury to another person, and/or
 - a threatening statement or behaviour that gives a person reasonable cause to believe that they are at risk of injury,
- is considered to be a reportable violent incident by the College.
- 5.28** When a violent incident occurs on College property or at a College event, the victim, any person who observed the incident and/or a College staff person to whom the incident was reported, shall immediately inform the Director of Facilities and a member of College Management and, if applicable, the appropriate police agency. A QF184 should be completed and forwarded to the Director of Facilities. If the victim or others are unwilling to complete the form, the Director of Facilities will complete a QF184.
- 5.29** Upon receiving a report that a violent incident has occurred, the Director of Facilities shall take such immediate steps, as they feel necessary and initiate an investigation into the incident.
- 5.30**  The Director of Facilities shall, in a timely manner:
- a)** inform the President and Vice-Presidents of the incident together with an initial assessment and investigation plan; and
 - b)** send a copy of the QF184 to the Registrar who will determine if there has been a breach of BR-50-01-2 (Student Code of Conduct) and if a QF012 (Student Misconduct Notice) should be issued to the student(s) involved, or other actions/steps that should be considered.



REVIEW OF INCIDENTS/ACCIDENTS

- 5.31** The Facilities Coordinator will:
- a)** review Quality Forms 023 and 184 to determine if any action is required to correct potentially unsafe situations and bring it to the attention of the Director of Facilities. If action is required, the Director of Facilities will initiate a QII (Quality Form 200) as per Process D08;
 - b)** if the form concerns a health and/or safety issue, send a copy of the form(s) to the relevant occupational health & safety committee or occupational health & safety representative.

5.32 The Director of Facilities will:

- a)** determine if the accident/incident requires an internal investigation and if so, conduct the investigation or assign another investigator to so;
- b)** if it is determined that an internal investigation is warranted, the Director of Facilities shall in a timely manner:
 - (i)** inform the President & CEO and Vice-Presidents of the incident together with an initial assessment and investigation plan; and
 - (ii)** send a copy of the QF023 to the Registrar for their review.
- c)** if the accident is reportable to PEI Worker's Compensation, complete and submit the required paperwork;
- d)** review the accident/incident records from time to time to determine if any trends have developed and initiate any corrective or preventive action that may be required to address them.

5.33 When an investigation is conducted, the investigator will document the findings on Quality Form 158 (Holland College Accident/Incident Investigation Report). Each investigation report will also be reviewed by another investigator.

Retention of Records

5.34 The Director of Facilities will maintain a file of all accident/incident reports (for the purposes of identifying any trends), tracking for Occupational Health and Safety purposes and any actions taken. Files will be retained for at least a three-year period.