



Calgary Board of Education

## OFF-CAMPUS EDUCATION PROGRAM

**To: Employers**

**Re: Accident Reporting - Workers' Compensation**

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Off-Campus students are allowed to work between 7:00 a.m. and 10:00 p.m. Monday through Sunday. *After these hours, the student is not covered by Alberta Learning Worker's Compensation.*

In the event of an injury or accident, it is requested that the following be done:

1. Provide the necessary first aid or medical attention.
2. Contact parent or guardian.
3. On the day of the incident, contact the Off-Campus Education teacher. If the teacher is unavailable call our Emergency Number 214-1131.
4. Complete the "WCB Employer's Report of Accident" Form. (**Please do not insert your WCB account number.**) These students are deemed to be employees of the Province of Alberta and should not be reported under **your** Workers' Compensation. **The account code to be used is #345912/6.**
5. Have the student and his/her immediate supervisor complete the "WCB Worker's Report of Accident" Form.
6. Have the student and his/her immediate Supervisor complete the Calgary Board of Education "Incident Report – Students/Teachers or Visitors", to be faxed within 24 hours to 403-294-8458 directly to Corporate Risk Management.
7. Forward the three forms to the Off-Campus Education teacher.