

horizon

Employer Roles

- 1) Provide adequate safety equipment, training, and supervision.
- 2) Provide access to pay stubs or hour sheets for student submission monthly.
- 3) Complete online evaluation after 125 hours or end of July.
- 4) Summer credits are submitted at the end of July and again in September.
- 5) Contact the Off-Campus teacher if you have any questions or concerns.

If a student is injured at the worksite, the employer must immediately contact the off-campus teacher if:

- the student requires medical treatment beyond first aid; and/or
- the injury results in lost time away from the worksite.

Note: Even if WCB notification is not required, the employer's onsite supervisor is responsible for ensuring that the injury is recorded in the employer's incident/injury record book. The employer, in collaboration with the off-campus teacher, will determine whether an Employer Report of Injury form needs to be submitted by the employer to WCB-Alberta.

A form needs to be submitted if the injury results in or is likely to result in:

- lost time or the need to temporarily or permanently modify work beyond the date of the incident
- death or permanent disability (amputation, hearing loss, etc.)
- a disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.)
- medical treatment beyond first aid (assessment by a physician, physiotherapy, chiropractic, etc.)
- medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)

Additional information can be accessed in the WCB-Alberta Employer Handbook on Alberta Labour and Immigrations Workers' Compensation Board.

Horizon School Division Important Numbers:

Main Office **403-223- 3547**, Terri Duncan

Off-Campus Teacher, Heather Brantner, **587-370-7187**

Injury to Student



Students report injury to Employer and Off-Campus Teacher

- Medical treatment provided
- Parent/Guardian contacted immediately by Employer
- Off-Campus teacher contacted by Employer 587-370-3170, if unavailable, call, Horizon School Division 403-223-3547 or Terri Duncan @ 587-370-0016



Students Complete:

- WCB Worker's Report of Injury of Occupational Disease Form



Employers Complete:

- WCB Employer's Report of injury or Occupational Disease Form (do not insert account number)
- WCB On-OSte Health Centre Report



Reports Given Immediately to Off-Campus Teacher to:

- Follow-up with Parent/Guardian and Student
- Submit Accident/Injury/illness Report
- Check accuracy of all WCB reports
- Scan/email completed forms to Horizon School Division



Off-Campus Teacher with Horizon School Division will:

- Insert ALberta Education's account code on WCB forms " On Behalf of Alberta Education"
- Send completed WCB forms within 72 hours by fax 780-427-5863 and email to offcampusedu@gov.ab.ca
- Maintain original copies of forms for student file
- Consult with employer on how to prevent similar incidents