

Background

Pembina Hills School Division is committed to providing safe and healthy learning and work environments for its students, employees, contractors, volunteers and the general public. The Division strives to eliminate hazards which may result in personal injury, illness, or other loss.

Scope of this Administrative Procedure

A. Student Health and Safety

- I. [Safety Guidelines – Instructional Settings](#)
- II. [Compliance with Alberta Health](#)
- III. [Exclusion for Communicable Diseases](#)
- IV. [Illness or Injury at School](#)
- V. [Welfare of the Students - Neglect and/or Abuse](#)
- VI. [Personal Welfare Program for Students](#)
- VII. [Threat Assessments](#)

B. Employee Health and Safety

- I. [Responsibilities](#)
- II. [Worker's Compensation \(WCB\) Injuries](#)
- III. [Non-WCB Injuries](#)
- IV. [Working Alone](#)
- V. [Pandemic/Communicable Disease](#)

Definitions

Career and Technology Studies (CTS) – courses designed to develop skills that senior high school students can apply in their daily lives when preparing for entry into the workplace.

Child abuse - the mistreatment of a child by parent(s), guardian or other person resulting in injury or harm whether by omission or commission and may be physical, sexual or emotional in nature.

Communicable Disease – an infectious disease transmitted through direct contact with an affected individual or indirectly through the individual's discharges or through indirect means.

Child Neglect - the failure of the parent(s) or guardian to provide the necessities of life for the child. This may include, among others, the non-provision of food, clothing, shelter, medical care, cognitive stimulation, hygiene, adequate supervision and loving care. Any child who is abandoned or deserted is neglected. The definition of 'neglect' and the legal definition of a child in need of protective service' are found in the Child, Youth and Family Enhancement Act

Division Threat Assessment Team - the Division's Threat Assessment team will be multi-disciplinary and multi-agency in composition, and may include, but not be limited to, Division Student Services staff, Alberta Mental Health Workers, Child Intervention Case Workers, physicians and the RCMP.

Emotional abuse - among others, the belittling, rejecting, excessive yelling or threatening of an individual.

Hazard – a situation or condition that may cause harm (physical, chemical, biological or psychological in nature).

Imminent Danger – any conditions or practices where a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the danger can be eliminated to the worker or another worker present.

Incident – an unplanned/unwanted event that results in harm or the potential for harm (injuries, illness, emergencies, property or environmental damage, near misses).

Insured Employee – Division employees who are covered under the Workers' Compensation Board plan. These include Senior Administration and all Support Staff. Teaching staff are covered only while engaged in administrative duties pertaining to managing the business of the school (i.e.) Principals, or while teaching specific career and technology courses as mandated by the WCB of Alberta.

Near Miss Incident – an unplanned/unwanted event with the potential to result in serious injury, illness, damage to equipment or property, or other losses.

Pandemic – an epidemic of infectious disease that has spread through human populations across a large region. Pandemics are declared by Health Authorities.

Physical abuse - among others, the beating, burning, shaking and striking of an individual.

School Based Threat Assessment Team - composed of the school administration and other on-site staff who may provide information and assistance in deciding the immediate level of concern presented by a student threat.

Sexual abuse - among others, the sexual intercourse, sexual molestation, exhibitionism, or sexual exploration involving a child. It may be intra- or extra-familial.

Student Threat - any comment or action by a student with intent to cause serious physical harm or injury to themselves or others.

Threat Assessment – an information gathering process to determine which factors create a risk of a student causing harm to themselves or others and the development of a management plan to control and reduce these risk factors.

Universal Precautions – the application of strategies to prevent the spread of blood-borne infections.

Working Alone – an employee works with no one else present or in areas of a building that are isolated from view or hearing distance and where assistance is not readily available in the event of an emergency.

Workers' Compensation Act – the provincial legislation that regulates the workers' compensation system and the assistance workers receive following a workplace accident.

Workers' Compensation Board – Alberta (WCB – Alberta) – the body responsible to administer the Workers' Compensation Act.

A. Student Health and Safety

Children, as a matter of right, should be safe, secure and adequately cared for at home, at school, and in the community. Acceptable and appropriate behaviour must be maintained to promote a positive learning environment in Division schools.

Further, when physical, emotional or sexual abuse occurs, or there is persistent neglect, children are traumatized and their development is adversely affected. The consequences of abuse and neglect are often far-reaching.

In the interests of health and safety, the Board supports programs and procedures from kindergarten to grade twelve that will promote the personal welfare, security, health, adequate care and supervision of the student.

I. Safety Guidelines – Instructional Settings

1. Staff will consult and comply with guidance from the *Safety Guidelines for Physical Activities in Alberta Schools (2014)*. The intent of the [Safety Guidelines for Physical Activity in Alberta Schools](#) is twofold:
 - 1.1 to focus teacher attention on safe instructional practices in order to minimize inherent risk and to encourage school authorities*
 - 1.2 to develop policies, and schools to develop plans and procedures, for the safety and security of their students.

[return to scope](#)

II. Compliance with Alberta Health Services

1. All schools will cooperate with government health authorities (e.g.) Alberta Health Services to promote and protect the health and welfare of the students.
2. The Division will implement guidance from the Ministry of Health as required (e.g.) in response to pandemics and or outbreaks of communicable diseases.

[return to scope](#)

III. Exclusion for Communicable Diseases

1. The Principal shall exclude from school any student affected by, or exposed to, or suspected of being affected by, or exposed to, infectious or contagious disease negatively impacting the operation of the school and/or in accordance with the Public Health Communicable Diseases Regulations, and or Public Health Orders until:
 - 1.1 the Principal is provided with a written statement from a physician or the local health authority that the contagious or infectious disease does not exist, or that all danger from exposure is ended, or the risk factors have been reasonably mitigated OR
 - 1.2 the Principal is satisfied, where no physician or representative of the local health authority is available, that the proper period of isolation has elapsed and that the student has apparently completely recovered or that all danger from exposure has apparently ended.

[return to scope](#)

IV. Illness or Injury at School

See also

- [AP 60-08 Concussion Procedures](#)
- [AP 50-25 Administration of Medicine and Drugs](#)

1. Reporting Illnesses and Injuries

- 1.1 Report all illnesses and injuries that occur at school, during or after school events on or off the campus, while off-site in activities including field trips, excursions, national or international tours, to the Principal in writing with a full account of the circumstances.
 - 1.1.1 Injuries requiring medical treatment or hospitalization shall be reported to Regional Office.
 - 1.1.2 [Complete Form 5-08 Student Injury Report](#) and submit to Regional Office as indicated on the form.
 - 1.1.3 If the injury occurred during an activity where parents had provided consent, include the parent consent form with the injury report.
 - 1.1.4 Injury reports and associated documents will be retained for five years providing there is no outstanding litigation
 - 1.1.5 In the event of an injury requiring medical, dental or ambulance services, provide a copy of [Form 5-02-A IAP Kids Accident Claim Form](#) or [Form 5-02-B IAP Blanket Student Accident Claim Form](#) to the parent for completion.
 - 1.1.5.1 The parent will need to contact the insurance company directly to proceed with a claim.
- 1.2 If it becomes necessary to transport a student to appropriate medical facilities, the following options should be considered:
 - 1.2.1 Contact the parent or other family members to pick up the injured or ill child to provide the necessary transportation
 - 1.2.2 Call for an ambulance if the parents or another family member cannot provide the necessary transportation
 - 1.2.2.1 The Blanket Accident Insurance provided by the Division will cover the ambulance charges incurred as a result of 'injury', no limit, and ambulance charges incurred as a result of 'sickness and non-injury emergencies' to a maximum limit of \$1000.
 - 1.2.2.2 It is important that parents/guardians submit a claim form within 90 days
 - 1.2.2.3 All costs associated with the ambulance service shall be the responsibility of the injured party, their parents and/or the family
 - 1.2.3 In the event ambulance service is not available, use a private vehicle or Division-owned vehicle to provide transportation.
 - 1.2.3.1 Where a private vehicle is used to provide transportation, the Division insurance applies only beyond the limits of the individual driver's insurance.

[return to scope](#)

V. Welfare of the Students - Neglect and/or Abuse

1. See also the Ministry of Education information pages at: [Preventing Child Abuse](#)
2. As required by the Child, Youth and Family Enhancement Act, Division staff is obliged to report suspected cases of child abuse and neglect to the appropriate authorities and cooperate as necessary with Child Intervention Case Workers,

- RCMP and medical services in the investigation of alleged child abuse and/or neglect.
3. Any staff member having reasonable and probable grounds to believe that a student has been subjected to abuse or neglect, or who is concerned about abuse or neglect of a student, shall immediately report the details to the local Child and Family Services Office (or outside of regular working hours to the 24 hour Child Abuse Hotline 1-800-387-5437).
 4. School staff shall also report the situation to the Principal or, in the Principal's absence, to the Associate Principal or teacher acting for the Principal and complete Form 5-17 Report of Abuse (the school administrator who receives this report is responsible for forwarding Form 5-17 to the Director of Students Services as soon as possible).
 - 4.1. This reporting to school administration does not absolve or replace the staff member's legal obligation of reporting the incident directly to Child and Family Services
 - 4.2. The Principal shall ensure that appropriate documentation is completed
 5. It is possible that allegations of child abuse may be made against teachers or other school personnel. In all such cases, the Principal and the Superintendent shall be informed whether the report originates in the school or elsewhere
 6. Investigation Guidelines
 - 6.1. Identification of Investigators: Child Intervention Case Workers carry both an employee identification card with photograph and a letter of authority to investigate under the *Child, Youth and Family Enhancement Act*. RCMP who investigate an alleged incident under the Criminal Code of Canada or the *Child, Youth and Family Enhancement Act* carry identification cards. Special Constables are provided with appropriate authority.
 - 6.2. Access to Students: The *Child, Youth and Family Enhancement Act* mandates the investigation of suspected child abuse or neglect and provides authority for Child Intervention Case Workers and RCMP to enter schools. Access to students for investigative purposes is required when the student is an alleged victim of abuse or neglect.
 - 6.3. Notification of Parents: The responsibility for notifying parents about an investigation is that of the investigator. While it is important for parents to learn promptly that an investigation is under way, a greater concern is that a child be protected from further abuse. Thus, in cases where intra-familial abuse may be suspected, parent notification by the investigator normally follows an initial contact with the child.
 - 6.3.1. The Principal should clarify with the investigator when contact with the parents will be made, particularly when an investigation commences near the end of a school day as the child may have been apprehended or their return home delayed because of the investigation.
 - 6.3.2. If the investigator has not yet contacted the parents and they call the Principal indicating the child has not yet returned home, the Principal shall provide the parent only with the investigator's name and telephone number
 - 6.4. Threats: In the event that threats are made against school personnel or the child, the Principal is advised to call the RCMP
 - 6.5. RCMP Notification: In all cases of sexual abuse or physical abuse causing bodily harm, Child Intervention Case Workers are required to notify the RCMP who will investigate to determine whether charges should be laid.

- 6.6. Joint Interviews: Joint interviews involving both Child Intervention Case Workers and RCMP may occur during investigation but are not a requirement.
 - 6.6.1. Decisions about joint interviews are worked out collaboratively between Child Intervention Case Workers and RCMP.
 - 6.6.2. The Principal discharges his responsibility for the safety and welfare of his students by cooperating with and assisting Child Intervention Case Workers and RCMP in their investigations.
 - 6.6.3. Child Intervention Case Workers and RCMP advise that in the interests of confidentiality and full and undistorted disclosure it is appropriate for students and investigators to be alone.
 - 6.6.4. Usually, following the interview investigators will summarize for the Principal what their assessment was and how they plan to proceed.
 - 6.6.5. While no child is required or pressured to make a statement or provide information he/she is not prepared to reveal, occasionally a student may request or require the reassuring non participating presence of a familiar teacher or staff member
- 6.7. Interviews with School Staff: Child Intervention Case Workers or RCMP may wish to interview teachers or other school personnel having regular contact with the student or having other specific information pertinent to the investigation.
 - 6.7.1. The Principal will assist the investigators by identifying and facilitating these contacts. Potential informants should be advised that the Child, Youth and Family Enhancement Act provides explicit protection against legal actions unless reporting is done maliciously or without reasonable and probable grounds for the belief.
 - 6.7.2. Since they may be required subsequently to give evidence under oath in Court and to produce relevant documents, it is recommended that information provided to the investigator be summarized in writing by the informant immediately after the interview and retained for possible future reference
- 6.8. Medical Examination: When suspected child abuse or neglect is reported, the investigator will determine whether a medical examination is required. If it is required, the investigator will coordinate arrangements for the child to be seen by a medical practitioner
- 6.9. Information Feedback to Schools: The Child, Youth and Family Enhancement Act allows for greater flexibility regarding the sharing of information.
 - 6.9.1. Therefore, Child Intervention Case Workers will normally be in a position to keep the Principal apprised of significant developments regarding students who have status with Child and Family Services.
 - 6.9.2. This information should be shared with staff and those directly involved on a "need to know" basis
 - 6.9.3. Case Monitoring and Follow-up: It may be possible that school personnel are involved in the provision for case monitoring and follow-up in their schools together with Child Intervention Case Workers

[return to scope](#)

VI. Personal Welfare Program for Students

1. A personal welfare program is one that promotes student safety by providing students, teachers and parents with the knowledge, skills and attitudes necessary to recognize, prevent or otherwise respond to physical, emotional, sexual abuse and

neglect. Such a program is consistent with the goal of our Division of providing learning experiences that nurture the self-worth and dignity of each student.

- 1.1. Two main goals of the program are identified. They are:
 - 1.1.1. to provide all children with specific knowledge about personal welfare.
 - 1.1.2. to support the efforts of other agencies, e.g. Child and Family Services, FCSS, and RCMP, in the prevention of child abuse and neglect in the community.
- 1.2. The present curricula contain many objectives that are consistent with the two goals that have been identified. These include:
 - 1.2.1. Students will acquire specific knowledge about personal welfare.
 - 1.2.2. Students will develop and exhibit feelings of positive self-worth.
 - 1.2.3. Students will develop appropriate decision making skills which they can apply confidently to complex family and societal events.
 - 1.2.4. Students will appreciate the contributions made by all community agencies, including the school, in assisting them to lead happy and productive lives.
2. Scope of the Program
 - 2.1. It must be recognized that child abuse and neglect is not confined to students of elementary school age.
 - 2.2. The program will be presented at various grade levels (Kindergarten to Grade 12).
 - 2.3. Direct instruction will be given at the Kindergarten level and also at one grade level in the primary level and one grade level in Division 2.
 - 2.4. However, the needs of a particular school population, parents, and community will dictate how frequently the program should be offered.
 - 2.5. At the junior and senior high school levels, the health programs will include sections on personal welfare.
 - 2.6. All teachers, counsellors and administrators must be aware of the issues involved in personal welfare and elements that can be introduced in many learning situations.
3. Curriculum Support Materials
 - 3.1. The Red Cross's Be Safe and It's Not Your Fault programs are suitable resources.
 - 3.2. Other materials may be used as seen fit by program administrators and teachers and approved by the Division.
 - 3.3. The Principal is responsible for choosing the most appropriate delivery method, identifying the staff to be involved, and allocating adequate resources for the program.
 - 3.4. It should be noted, however, that to avoid fragmentation of the elementary curriculum, the objectives of the personal welfare program be incorporated into several existing programs, such as the elementary health curriculum.

[return to scope](#)

VII. Threat Assessments

1. Pembina Hills School Division will follow the [Violence Threat Risk Assessment \(VTRA\) Protocol](#). Should a situation arise that threatens the safety of the school environment, the following measures must be taken to assess the risks involved.
 - 1.1. Any staff or students who become aware of a threat are to inform the Principal immediately.
 - 1.2. The Principal must report a student threat to the Division's Regional Student Services immediately.

- 1.3. The School-Based Threat Assessment Team must decide on the need for immediate intervention before the student leaves the school and may conduct a brief screening of the student without parent/guardian consent to ensure the safety of the student and their immediate threat to others.
- 1.4. The Division's Threat Assessment Team may be asked to participate in the Threat Assessment.
- 1.5. The student and their parents/guardians must agree, in writing, to have the student undergo a "Threat Assessment" to determine the risk to him/herself or others.
- 1.6. A student who has been recommended for a Threat Assessment may not register in another Division school or board a Division bus until the assessment has been completed.

[return to scope](#)

B. Employee Health and Safety

I. Responsibilities

1. The Division will:
 - 1.1. Provide administrators, staff and contractors with necessary resources and training to support employees in meeting and complying with legislated health and safety requirements through Public School Works or individual training opportunities;
 - 1.2. Provide the appropriate first aid supplies and training to ensure the designated number of first responders are trained to address illness or injury;
 - 1.3. Prepare, update, and implement site emergency plans annually;
 - 1.4. Ensure all staff, students and public are aware of Alberta Health advisories and directives;
 - 1.5. Conduct follow up investigations of employee work refusals.
2. Principals, Directors, and Supervisors will:
 - 2.1. Provide leadership and management necessary for workplace and learning activities in compliance with legislated health and safety requirements;
 - 2.2. Encourage employees to take an accredited First Aid Course. Administrator approved or directed course fees will be reimbursed by the Division.
 - 2.3. Evaluate and control hazards in the work and learning environment;
 - 2.4. Conduct regular workplace hazard inspections in the work and learning environment;
 - 2.5. Eliminate or control existing or potential hazards;
 - 2.6. Complete health and safety orientation and training for all staff;
 - 2.7. Hold regular Joint Worksite Health and Safety meetings to comply with OH & S requirements and discuss:
 - 2.7.1. hazards and unsafe conditions;
 - 2.7.2. incidents and work-related injuries, illnesses, near misses, training, and other relevant issues pertaining to safety in Division work places;
 - 2.8. Report incidents and work-related injuries and near misses using Public School Works;
 - 2.9. Stop any work perceived to be of imminent danger to students, staff or the public;
 - 2.10. Investigate employee work refusals due to perceived unsafe working conditions.
3. Employees, volunteers, contractors and the general public will:

- 3.1. Adopt responsible health and safety behaviours and practices, and comply with Alberta Health and safety requirements;
- 3.2. Assist in the identification, evaluation, and control of hazards in the working and learning environment;
- 3.3. Report incidents including injuries and near misses using Public School Works;
- 3.4. Refuse to perform tasks believed to be unsafe, if there are reasonable grounds to believe that the work involves imminent danger to themselves or others.;
- 3.5. Take Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG) training if their duties/learning may expose them to hazardous chemicals.

[return to scope](#)

II. Worker's Compensation (WCB) Injuries

1. Worker's Compensation coverage is required by law under the *Workers' Compensation Act*. Staff, excluding teachers, are covered under the Worker's Compensation Board Plan. Exemptions are:
 - 1.1. Principals or Associate Principals engaged in administrative duties pertaining to the managing of the school,
 - 1.2. Select teachers teaching in the Career and Technology Studies (CTS) stream are covered by WCB while teaching a CTS class,
 - 1.3. Substitute teachers while teaching for select classes in the CTS stream.
2. Reporting an Injury
 - 2.1. If an employee sustains an injury while on the job, the supervisor must complete the Employer Report of Injury form **within 72 hours** after becoming aware of the injury or illness.
 - 2.2. The insured employee must also submit the Worker's Report of Injury form.
 - 2.3. Both the Employer Report of Injury and the Worker's Report of Injury must be **scanned or faxed immediately** to the Coordinator, Human Resources.
3. Absence due to WCB approved disability
 - 3.1. Where an employee is absent from work due to a WCB approved disability
 - 3.1.1. PHSD will pay the employee's regular salary for the duration of the leave or ninety (90) consecutive calendar days, whichever is less;
 - 3.1.2. After ninety (90) consecutive calendar days,
 - 3.1.2.1. the employee shall apply for Extended Disability Benefits under the Alberta School Employee Benefit Plan (ASEBP)
 - 3.1.2.2. the employee's regular salary shall cease and the compensation awarded by WCB will be directed to the employee.
 - 3.1.2.3. The Division will continue to pay health benefit premiums for up to one year.
 - 3.2. Where an employee has received notification from WCB for further treatment in respect to an injury which occurred prior to employment with the Division:
 - 3.2.1. The amount of compensation awarded by WCB will be directed to the employee. The Division will pay no salary to the employee.

[return to scope](#)

III. Non-WCB Injuries

1. Most teaching staff will follow the non-WCB injury process.

2. When an injury occurs at the workplace, trained first aid responders are to administer medical assistance. After this, staff are to obtain physician medical services.
3. Employees must report all injury or near miss incidents to the supervisor by completing the Incident Reporting Form F OH&S 17 (see PHSD Occupational Health and Safety Handbook).

[return to scope](#)

IV. Working Alone

1. Supervisors and contractors shall:
 - 1.1. Consider strategies to eliminate situations where employees work alone;
 - 1.2. Ensure that affected employees receive instruction in the Working Alone policy in the PHSD Health and Safety Handbook;
 - 1.3. Ensure a hazard assessment is conducted at the worksite to identify existing or potential hazards;
 - 1.4. Ensure the hazard assessment and controls are communicated to the employees involved and that further hazard assessments are conducted at intervals of time appropriate to the conditions and circumstances of the work;
 - 1.5. Ensure acceptable controls are in place which may include visiting the worker at specified intervals, scheduling check-ins with staff, and providing access to effective electronic communication systems such as radio, landline, or cellular phone, and reporting to a designated person on completion of the task;
 - 1.6. Ensure that First Aid supplies are available on site;
 - 1.7. Conduct annual assessments identifying the situations where employees were required to work alone, including the hazards and controls identified and submit this report to the Director of Facilities.

[return to scope](#)

V. Pandemic/Communicable Disease

1. Alberta Health Services establishes guidelines and standards for dealing with communicable diseases and pandemic outbreaks.
2. The Superintendent or designate is the contact for questions related to pandemic disease outbreaks.
3. The Division expects responsible and compassionate treatment of staff and students.
4. The Division will ensure the privacy of an individual and any records of communicable diseases of students and staff will be confidential.
5. The Division will provide employees and parents/guardians with necessary information, aligned with Alberta Health Services guidelines and standards.
6. Employees shall follow Alberta Health Services guidelines at all times, unless:
 - 6.1. In the opinion of the local physician, special circumstances dictate otherwise or;
 - 6.2. The job of the employee requires that the employee be free from any communicable diseases;
7. Employees with diseases that can be transmissible in school and/or athletic settings shall be managed in accordance with the Public Health Communicable Diseases Regulation and Alberta Health Services guidelines.
8. All employees and volunteers shall follow universal precautions when handling blood and body fluids:
 - 8.1. Protective gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin regardless of their presumed infection status;
 - 8.2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids;

- 8.3. The Principal or Site Supervisor will ensure that an adequate supply of protective gloves are available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves;
- 8.4. Soiled surfaces should be promptly cleaned with disinfectants such as household bleach solution;
- 8.5. Disposable towels or tissues should be used whenever possible, and mops should be rinsed in a bleach solution.
9. If an employee suffers from illness related to a communicable disease, regular sick days will be reduced accordingly. Documentation from a health care provider may be required.
10. If an employee is unable to attend work related to a member of their household or immediate family suffering from a communicable disease related to a pandemic disease outbreak, the employee will be allowed to use days from their sick bank, or adhere to Alberta Health Services or Alberta Government protocols. Documentation from a health care provider may be required.

Reference

[Child, Youth and Family Enhancement Act \(current as of July 23, 2014\)](#)
[Education Act](#)
[Occupational Health and Safety Act](#)
[Occupational Health and Safety Code](#)
[Worker's Compensation Act](#)
[Worker's Compensation Regulation](#)
[Public Health Act](#)
[Communicable Diseases Regulation](#)
[Alberta Health Services](#)
[Alberta Education – Preventing Child Abuse](#)
[Policy 19 Welcoming, Caring, Respectful and Safe Learning Environment](#)
[AP 50-25 Administration of Medicine and Drugs](#)
[AP 60-08 Concussion Protocol](#)
[AP 80-01 Digital Citizenship](#)
[Form 5-02-A IAP Kids Accident Insurance Claim Form](#)
[Form 5-02-B IAP Blanket Student Accident Insurance Claim Form](#)
[Form 5-08 Student Injury Report](#)
[Form 5-17 Report of Abuse under the Child, Youth and Family Enhancement Act](#)
[Pembina Hills School Division Occupational Health and Safety Handbook](#)
[www.iapkidsplus.com](#)
[Safety Guidelines for Physical Activity in Alberta Schools](#)
[Violence Threat Risk Assessment \(VTRA\) Protocol](#)
[Working Alone Safely – a Guide for Employers and Employees](#)
[WCB Worker Report of Injury \(with instructions\)](#)
[WCB Employer Report of Injury \(with instructions\)](#)