

Cooperative Education/Work Experience/OYAP  
**Accident Reporting Procedures**

In the event that you experience an accident at your workplace, you **MUST** do the following:



**Accidents Requiring First Aid**

- Seek first aid treatment
- Inform the placement supervisor immediately
- Only once your condition is considered stable should you inform the cooperative education teacher

**Accidents Requiring Medical Attention**

- Seek appropriate treatment immediately
- Inform the placement supervisor immediately
- **VERY IMPORTANT:** Inform the physician that the accident happened at the cooperative education placement
- Ask for a copy of the **Form 8** that the medical practitioner sends in to WSIB and give it to your co-op teacher
- Inform the cooperative education teacher as soon as possible
- If unable to work, inform the cooperative education teacher of the date for return to the placement