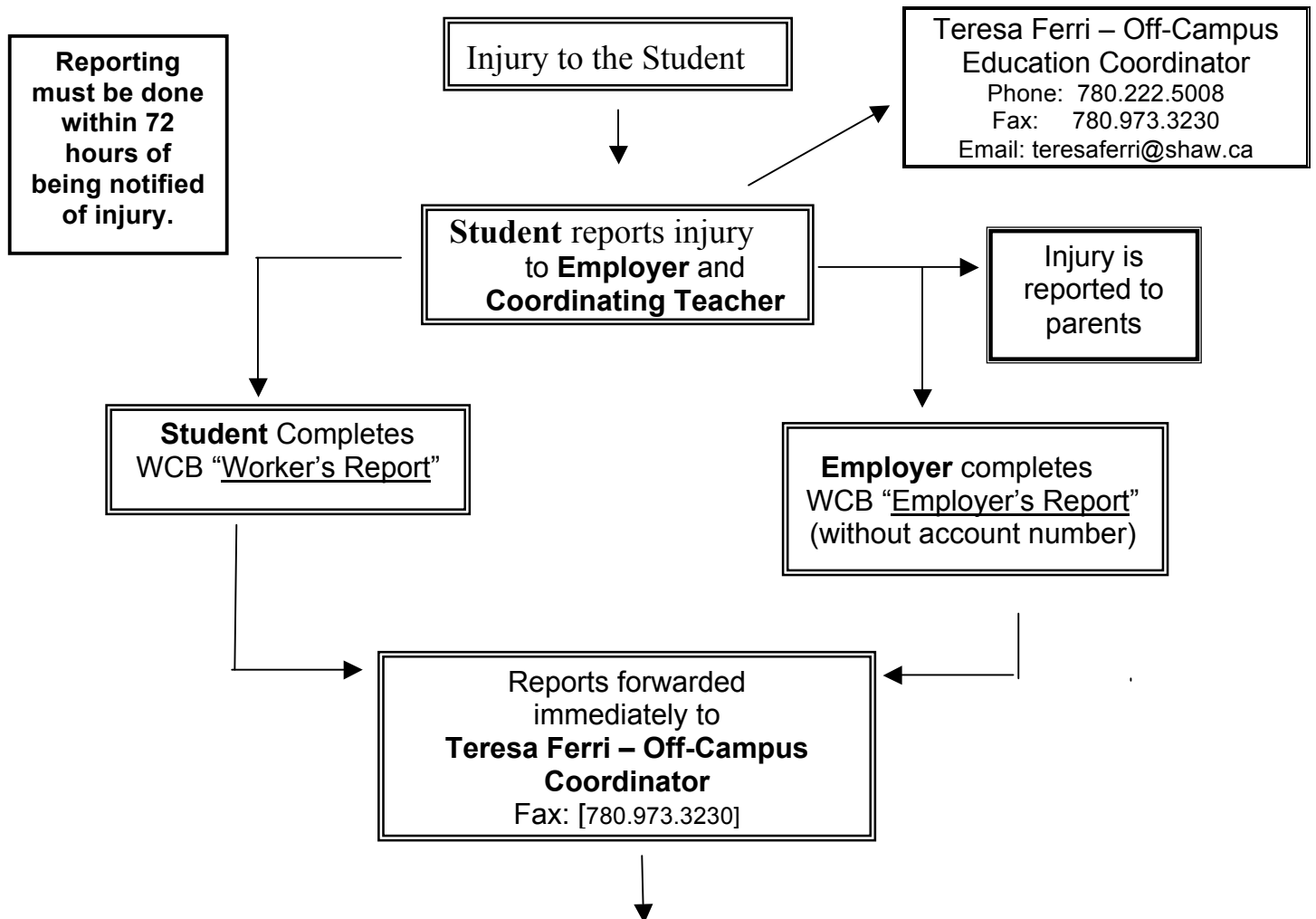




Where Great Things are Happening!

## OFF-CAMPUS INJURY PROTOCOL

In the event that an injury occurs to the RAP student you are supervising on the job site, please follow this protocol. **First and foremost, please ensure that the student receives immediate first aid and/or medical treatment.**



### RAP Coordinator:

- Check accuracy of reports
- Inserts Alberta Education's claim number
- Signs name and adds "on behalf of ALBERTA EDUCATION"
- Faxes both completed forms within 72 hours of accident to:

Curriculum Branch 780.422.0576  
and Workers' Compensation Board 780.427.5863

- Maintains original copies of forms
- Consults with employer on how to prevent similar incidents from occurring