



Holy Trinity Catholic High School
Co-op Department
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EMPLOYER PACKAGE

The following package includes specific information for Holy Trinity Cooperative Education Program:

Co-op Semester Calendar
Sample Log Sheet
Individual Training Plan and Evaluation Form
Work Education Agreement

As well as general information that would be helpful to the employer and supervisor with respect to cooperative education:

Cooperative education information sheet
School Board Co-op Information Pamphlet
Employing Young Workers: Tips for supervisors and Employers
Employment Assistance Programs

**If you have any questions,
please do not hesitate to contact us**

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Cooperative Education

Reach Every Student

Student Success is about meeting the individual learning needs of each and every student. Schools are providing students with more opportunities to customize their high school experience and build on their strengths and interests through a variety of new and enhanced learning options.

What Is Cooperative Education?

- Cooperative education is a program that allows students to earn secondary school credits while completing a work placement in the community.
- A student's co-op program consists of the cooperative education course, which is monitored by a cooperative education teacher, and the related curriculum course (that is, a course in any discipline, such as business studies, mathematics, or technological education). Every student in a co-op program must have a Personalized Placement Learning Plan (PPLP), which shows how the student's related curriculum course is being applied at his or her co-op placement.
- The cooperative education course consists of a classroom component and a placement component. The classroom component includes 15 to 20 hours of *pre-placement instruction*, which prepares students for the workplace and includes instruction in areas of key importance such as health and safety, and *classroom sessions held at various times during and after the placement*, which provide opportunities for students to reflect on and reinforce their learning in the workplace.
- Cooperative education allows students to participate in valuable learning experiences that help prepare them for the next stage of their lives, whether in apprenticeship training, college, community living, university, or the workplace.
- Co-op placements are arranged for students by their school and must follow Ministry of Education policy and guidelines.

"Students gain from hands-on experience in our world-class facility."

Co-op Employer

How Does Cooperative Education Benefit Students?

Cooperative education gives students the opportunity to:

- make connections between school and work and to "try out" a career of interest before finalizing plans for postsecondary education, training, or employment;
- see the relevance of their classroom learning in a work setting;
- develop the essential skills and work habits required in the workplace and acquire a direct understanding of employer and workplace expectations;
- gain valuable work experience to help build their résumé for postsecondary programs and future employment;
- experience authentic and purposeful learning outside a traditional classroom setting.

"It's great to be able to take courses to find out what you're really good at, before you have to decide where you're going next. I firmly believe lessons learned beyond the classroom are equally, if not more important than the ones learned within."

Cooperative education student

How Are Cooperative Education Programs Being Delivered?

- Cooperative education placements are available in many kinds of work settings, reflecting the wide range of student interests and abilities. Placements vary in length, depending on the number of credits students are earning through their co-op program, and may involve work outside the designated hours of the school day, depending on the nature of the program and the placements available in the community.
- Cooperative education programs are available through the regular school program, specialized school and board programs, and summer and night school programs. Virtual cooperative education ("e-co-op") programs are also available, allowing students to access workplaces beyond their communities.
- Schools and boards are encouraged to seek assistance from local business education councils or training boards when working with employers to establish student co-op placements that meet ministry policy and guidelines.
- Access to a cooperative education program is based on student readiness and program availability.
- For further information, go to <http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>, or visit the Student Success website at <http://www.edu.gov.on.ca/eng/teachers/studentssuccess.html> and the website of the Ontario Cooperative Education Association (OCEA) at <http://www.ocea.on.ca>.

How Does Cooperative Education Help Students Meet Diploma Requirements?

- Cooperative education credits may be used to meet up to two of the 18 compulsory credit requirements for the Ontario Secondary School Diploma (OSSD).
- Students must also earn 12 optional credits for the OSSD. There is no limit on the number of optional credits that may be earned through cooperative education courses.
- Under the ministry-approved framework for the new Specialist High Skills Major (SHSM) designation within the OSSD, students must earn a minimum of two cooperative education credits as one of the five required components of a SHSM. Cooperative education credits are also a required component of other specialized programs, such as school-to-work and school-to-apprenticeship (OYAP) programs.

"Every student should have a co-op learning experience where it is appropriate."

Ben Levin, Deputy Minister of Education

How Do I Find Out More About Local Opportunities?

Student Responsibilities

The student has the opportunity to relate school studies to the world of work. The student gains practical experience and explores careers of personal interest so that learning and experience are combined in an educationally beneficial way.

The student must be responsible and mature, and demonstrate positive attitudes towards learning and working, as well as meet the standards set by both the school administration and the training organization.

The student:

- ❖ Attends all scheduled school classes
- ❖ Attends all orientation, preplacement and reflective sessions
- ❖ Observes the rules and regulations of the training organization
- ❖ Follows all health and safety regulations of the training organization
- ❖ Dresses neatly and appropriately as required by the training organization
- ❖ Reports to work punctually
- ❖ Notifies the supervisor and the teacher-monitor in advance when unable to report to the training station
- ❖ Maintains a record of daily impressions, tasks, and activities performed at the training station
- ❖ Submits log sheets to the teacher-monitor on a weekly basis
- ❖ Reviews the training plan periodically with the teacher-monitor and the supervisor to ensure that the learning objectives are appropriate and are being met
- ❖ Notifies the teacher-monitor of any concerns or problems encountered at the training session
- ❖ Shares impressions of the training station experiences in reflective classroom sessions
- ❖ Completes required assignments
- ❖ Evaluates the program and the learning experience

Teacher-Monitor Responsibilities

The cooperative education teacher-monitor is responsible for enduring that the student receives an educationally rewarding out-of-school experience that is integrated into the school curriculum and also meets the individual needs of the student.

The teacher-monitor:

- ❖ Interviews and selects students for the cooperative education program
- ❖ Visits the training station prior to placement to ensure that the station is appropriate to meet the needs of the student and that there will be a supervisor responsible for the student
- ❖ Develops the training plan for the student in consultation with the supervisor, student, and teacher knowledgeable in the subject
- ❖ Reviews the training plan periodically with the supervisor to ensure that the learning objectives are appropriate and are being met
- ❖ Prepares the student for placement by providing orientation and preplacement seminars to teach work and employability skills
- ❖ Visits the student and the supervisor on a regular basis (minimum of one visit every 40 hours) to monitor the student's progress, assess the relationship between the supervisor and the student, and evaluate the student's performance with the supervisor
- ❖ Maintains anecdotal records of the monitoring activities
- ❖ Provides the opportunity for the student to reflect on the learning experiences in a guided structure for the reflection

Employer Responsibilities

The organization is any individual, business, government, or community agency that agrees to provide a training station and a supervisor for a cooperative education student.

The supervisor:

- ❖ Assists the teacher-monitor in developing a training plan and work schedule
- ❖ Reviews the training plan periodically with the teacher-monitor and the student to ensure that the learning objectives are appropriate and are being met
- ❖ Maintains a record of the student's attendance
- ❖ Verifies the student as a regular employee in training
- ❖ Communicates with the teacher-monitor in the evaluation of the student's performance
- ❖ Provides on-going feedback to the student
- ❖ Completes an evaluation of the cooperative education program

Employing Young Workers

Tips for... Supervisors



Remember your first few days on the job?

How much did you know then?

How much were you taught by your supervisor?

Legislation

Section 27 of Ontario's Occupational Health and Safety Act (OHSA) outlines your duties as a supervisor.

The law says that you, as a supervisor, must:

1. Ensure that your workers work in accordance with the provisions of the OHSA and its Regulations.
2. Ensure that your workers use protective devices and wear the required personal protective equipment.
3. Let your workers know about any potential or actual dangers in the workplace that you are aware of.
4. If required by a regulation made under the OHSA, provide your workers with written instructions where necessary to protect them.
5. Take every precaution reasonable in the circumstances for the protection of your workers.

Did You Know ?

- ... that every year from 2003 to 2007, around 50,000 young workers age 15 to 24 reported injuries to Ontario's WSIB? *
- ... that young workers are 24% more likely to be injured on the job than other groups, particularly during the first few days of employment? *
- ... that young workers often are unable to recognize hazards?
- ... that young workers tend not to ask questions because they don't want to look "stupid"?
- ... that young workers are an asset to your workplace – with fresh eyes, new ideas and good questions to ask?
- ... that young workers are easier to train and eager to work?
- ... that, as a supervisor, you are legally responsible for your workers?
- ... that Ontario students are learning about their workplace rights and responsibilities?
- ... that if you fail to comply with the OHSA, you could be subject to a fine or jail term?

*Source: Workplace Safety & Insurance Board (WSIB)

Here's What You Need To Do...

- Spend more time explaining the job, providing training and supervising young and new workers.
- Set and explain safety rules and ensure everyone follows them.
- Ensure all hazards are explained and complete job-specific safety training is provided before the work is assigned.
- Explain the importance of prompt reporting of unsafe conditions and health and safety concerns. Ensure they know it is a priority for you and tell them how to report the hazard so you can act on it immediately.
- Make yourself available to answer questions and provide advice.
- Lead by example: wear required protective devices and always reinforce safety on the job.
- Establish and maintain open lines of communication.

Top Training Techniques

- Practice By Doing -- 75%
- Discussion Group -- 50%
- Demonstration -- 30%
- Audio-Visual -- 20%
- Reading -- 10%
- Lecture -- 5%

Source: Knox, A.B. *Helping Adults Learn*



Protecting our most precious resource

...Employing Young Workers



Are you a new supervisor?

Get training in Ontario's safety legislation and dangers in your workplace. The OHSA requires employers to appoint competent supervisors: knowledgeable about the work and safety on the job.

For general requirements for worker orientation see the WSIB Orientation Series "Launching A Safe Start," which can be ordered by phoning the WSIB Prevention Hotline at 1-800-663-6639.

For more information about young workers go to www.youngworker.ca or www.WorkSmartOntario.gov.on.ca

Produced by the Ontario Ministry of Labour

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Tips for Supervisors

Page 2 of 2

Starting Points...

This list, though not comprehensive, outlines information you should cover with your young workers.

- Everyone is entitled to work in a healthy and safe work environment.
- Everyone has the responsibility to contribute to making and keeping the workplace safe.
- Emergency procedures, including the location of fire exits, extinguishers and eye wash stations.
- How and when to use personal protective equipment.

Discuss:

- Asking for help when they are unsure.
- Proper equipment operation including the mandatory use of guards and lock-out systems.
- Your company's health and safety rules.
- Correct lifting techniques.
- Good housekeeping practices.

Training Techniques:

- Because people learn differently, use a variety of training techniques with your young workers.
- Guide your young workers through resources for health and safety information.
- Schedule sufficient time in the appropriate learning environment.
- Be hands-on, evaluate their learning and give them feedback.

Bright Ideas

- Host a new worker welcoming get-together to celebrate their arrival.
- Give a guided tour of the entire workplace.
- Introduce new young workers to key people in the organization. This may include the Health and Safety Manager, Health and Safety Committee members or Health and Safety Representatives.
- Use articles and other information about workplace injuries and deaths that have occurred in other workplaces to reinforce the health and safety message.
- Continually reinforce the importance of health and safety.
- Put stickers on equipment warning young workers they shouldn't use it without training or supervision.
- Pair up your young workers with experienced, safety-conscious workers.
- Review other tip sheets in this series, such as "Employing Young Workers – Tips for Employers."
- Recognize safe work practices and if safety rules are not observed, find out why.

Bottom Line

YOU have direct responsibility for the safety of your workers, but also a unique opportunity to be a role model for young workers just starting out. Be a part of creating tomorrow's safe and healthy workforce.



Protecting our most precious resource

Employing Young Workers

Tips for... Employers



A safe workplace is a sound business.

Legislation

Section 25 of Ontario's Occupational Health and Safety Act (OHSA) describes some of your responsibilities as an employer. Employer duties under this section include:

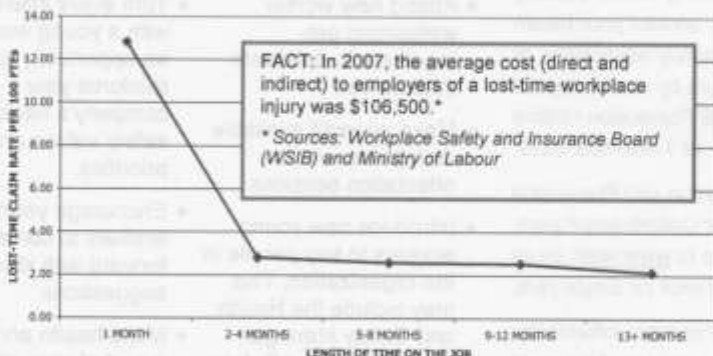
1. Ensuring equipment, materials and protective devices are provided and maintained in good condition and used as required by the regulations made under the OHSA.
2. Informing, instructing and supervising workers to protect their health and safety, including acquainting workers and supervisors about any hazards in the work and safe use and handling of equipment or agents.
3. Only hiring or allowing young people in the workplace if they are of the minimum age set out in OHSA regulations.
4. Ensuring supervisors are competent persons.
5. Assisting and cooperating with health and safety committees or worker representatives.
6. Taking every precaution reasonable in the circumstances for the protection of a worker.

Did You Know?

- ... that if you, the employer, fail to comply with a provision of the OHSA, you could be subject to a fine or jail term?
- ... that in 2008, Ontario courts levied over \$13 million in fines for contraventions of the OHSA?
- ... that young workers get hurt on the job when they:
 - do jobs they are not trained to do
 - don't have adequate supervision
 - work with dangerous equipment.
- ... that the measures you take to keep young workers safe will help protect all workers?
- ... 56% of young workers reported that they had not received any training before taking on a new task?*

* Source: Industrial Accident Prevention Association

RATE OF LOST-TIME CLAIMS AMONG YOUNG WORKERS IN ONTARIO BY LENGTH OF TIME ON THE JOB



FACT: In 2007, the average cost (direct and indirect) to employers of a lost-time workplace injury was \$106,500.*

* Sources: Workplace Safety and Insurance Board (WSIB) and Ministry of Labour

Source: Institute for Work & Health (hours worked derived from the Labour Force Survey)

Here's What You Need to Do...

- Ensure that procedures and measures for workplace health and safety are established and always followed.
- Ensure equipment, materials and protective devices required by law are provided and used. This includes guards on machinery and the use of protective equipment.
- Ensure that all hazards, illnesses and injuries are reported immediately.
- Ensure workplace health and safety policies, procedures and programs are current.
- Know the hazards in your workplace and inform supervisors of hazards and how to handle them.
- Encourage all workers, especially young ones, to alert their supervisors immediately if they see something that could endanger their safety.
- Ensure lots of time is allotted to train young workers.
- Demonstrate your commitment to health and safety with your own consistent, safe work practices – and emphasize that unsafe work practices are unacceptable.
- Provide training for your supervisors so that they maintain their competence.
- Respond promptly to all health and safety concerns.
- Know minimum age and wage requirements for working in Ontario.



Protecting our most precious resource



Your visible participation in workplace health and safety will create a positive environment.

For helpful resources to kick-start successful young worker training and orientation, contact your health and safety association or find yours by contacting the WSIB Prevention Hotline at 1-800-663-6639.

For Compensation and Prevention information for Ontario employers, go to www.wsib.on.ca and click on Employers.

For more information about young workers go to www.youngworker.ca or www.WorkSmartOntario.gov.on.ca

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Tips for Employers

Lead by Example....

Listed below are ways in which you can lead by setting a good example for young workers.

- Attend the training sessions being provided for your workers.
- Use and wear safety equipment when it's required to be used by your workers.
- Participate in fire drills and any other emergency response training.
- Treat every young worker with the same care and respect you would want bestowed on your teen.
- Include health and safety in your company's strategic plan.
- Personally encourage young workers to report health and safety problems they may encounter.
- Tell your young workers everything they need to know about workplace health and safety **before** they have to ask.

Bright Ideas

- Attend new worker welcoming get-togethers to celebrate their arrival.
- Make yourself available during new worker orientation sessions.
- Introduce new young workers to key people in the organization. This may include the Health and Safety Manager, Joint Health and Safety Committee members or Health and Safety Representatives.
- Turn every interaction with a young worker into an opportunity to reinforce your company's health and safety values and priorities.
- Encourage young workers to come forward with ideas and suggestions.
- Make health and safety a part of all workplace communications.
- Pair up young workers with experienced, safety-conscious workers.
- Encourage supervisors to periodically take young workers on health and safety inspections to spot hazards and unsafe practices.
- Review other tip sheets in this series, such as "Employing Young Workers – Tips for Supervisors."

Words make up less than 10% of your message. Be aware of body language, the tone of your voice and other non-verbal communications.*

*Source: Prime Leadership – The Hidden Drive of Great Performance, Daniel Coleman

Bottom Line

YOU have direct responsibility for the safety of everyone in your workplace, but also the unique opportunity to be a role model for young workers starting out. Be a part of creating tomorrow's safe and healthy workforce.



Young and new workers... Are yours ready? **Ready... Safe... Work!**

Providing a safe working environment and ensuring a safe start when new people come to work for you is not only the right thing to do, **it's the law**. The Occupational Health and Safety Act (OHSA) includes a general provision requiring employers to ensure their workers have been provided with proper information, instruction and supervision to protect their health and safety while they perform their jobs. While this provision applies to all workers, whether they are new to their job or not, providing the best possible supervision and introduction to safety in the workplace is critical for anyone new on the job. As well, many regulations made under the OHSA have specific requirements for training regarding specific hazards or safety precautions.

Heads up!

The Ministry of Labour enforces Ontario's labour laws, including the OHSA. During our visits to your workplace Ministry inspectors will be asking you questions about how you ensure the safety of new and young workers. Remember that inspectors may issue orders or tickets when they find that provisions of the legislation are not being followed. Below are general topics you'll be asked questions about and some helpful resources from our partners in Ontario's occupational health and safety system.

FACT:

Workers in their first 4 weeks on a new job are up to 6 times more likely to be injured than at any other time on the job.

For more information, visit the Institute for Work & Health at www.iwh.on.ca.

Who is NEW to the job?

- Any new hire – permanent or temporary, including supervisors, with or without experience in your industry
- Your current workers who are assigned new jobs
- Student workers, co-op placements or apprentices
- Contractors and/or subcontractors
- Visitors to your workplace who need to know the general rules



Ministry of Labour **inspectors are asking...**

1. Is your workplace prepared for new workers?

Ensuring you're in compliance with the OHSA and regulations and making the workplace safe for workers is mandatory. This includes following Ontario's minimum ages for work. Ensuring that supervisors are competent persons as required by the OHSA is essential. A management team committed to excellence in health and safety that is prepared to answer and is supportive of questions new workers may have, and will keep an eye out for them and reinforce safe working procedures is critical.

See:

- WorkSmartOntario: Facts for Employers at www.worksmartontario.gov.on.ca
- Tip sheets: Tips for Employers and Tips for Supervisors at www.gov.on.ca/lab

2. Are you ensuring your new workers are ready for work?

Asking your new workers about their previous safety education and work experience helps you ensure they know the basics of workplace safety. Too often we assume that everyone knows the basics, only to find out after something happens that they didn't. Ensure every new worker knows his or her rights and responsibilities, including:

- The right to participate in health and safety training and safety programs in the workplace,
- The right to know about hazards they may be exposed to on the job,
- The right to refuse unsafe work, and
- The responsibility to follow safety procedures and wear any personal protective equipment that may be required.

See:

- The Workplace Safety and Insurance Board's Health and Safety 101 (suitable for workers under 25 – English only at www.hs101.ca)
- Passport to Safety (a general knowledge safety test to ensure basics are understood – all ages – English only at www.passporttosafety.com)

Ensure your workplace has what it takes

✓ BE PREPARED FOR NEW WORKERS:

Compliance includes meeting minimum age requirements and having competent supervisors, and a management commitment to ensuring a safe start and a zero-tolerance for injuries.

✓ MAKE SURE NEW WORKERS ARE READY:

Ensure they know the basics about safety and their rights BEFORE they start to work.

✓ ORIENTATION:

Provide a thorough introduction to the workplace itself, all the safety features, rules and general information that everyone in the workplace must know.

✓ JOB-SPECIFIC TRAINING:

Clearly delivered with a demonstrated understanding of all the procedures and practices to ensure the safety of workers.

✓ SUPERVISION:

Have active, accountable, competent supervisors who are accessible to new and young workers.

3. Do you provide orientation to introduce your new workers to your workplace?

Orientation is more than just a tour of your workplace. It should cover emergency procedures, workplace safety rules everyone must follow at your workplace, general requirements for personal protective equipment, first aid provisions, information about where the OHS is posted and all other essential health and safety facts. If possible introduce new and young workers to the health and safety committee members or the health and safety representative during orientation and show them where their names are posted.

See:

- *Launching a Safe Start – An Employer’s Guide* and *Launching a Safe Start – A Worker’s Guide*



Both are Workplace Safety and Insurance Board (WSIB) publications in PDF only at www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferencePreventionGettingStarted.

4. Does your job-specific training ensure that every worker who takes on a new task understands how to perform the work safely?

Every Ontario employer MUST provide information about hazards in the workplace and how to perform work safely. Ensure that training takes place before any new task is assigned and that all information provided is understood. Cover everything – new workers, regardless of age and previous experience need to know all the basics – and don’t skip any details. The ideal method of training new and young workers is to demonstrate safe performance of a task and then have the trainee perform the task under supervision until they can demonstrate that they have mastered it.

If workers will need to use safety devices or wear personal protective equipment they will need to be trained to use and wear them properly. If the trainer isn’t the new worker’s supervisor, ensure the trainer is an expert at performing the tasks and is a good teacher.

See:

- WSIB’s Fact Sheets: *Recognize, Assess, Control Workplace Hazards* and *Personal Protective Equipment (PPE)*



Both are available in PDF only at www.wsib.on.ca/wsib/wsibsite.nsf/public/factsheetsprevention.

5. Are all new workers, especially young ones, closely supervised?

A supervisor must be in regular contact with workers. It’s a two-way street. The supervisor needs to provide instruction and ensure that safe work practices are always followed. The new worker needs to have the supervisor close by so they can ask questions and report any unsafe working conditions.

Getting Started . . .

There are many comprehensive resources to help any company ensure excellence in introducing new workers into their workplace and starting them on new jobs. Here are three to get you started:

- WorkSmartOntario – facts about working in Ontario at www.worksmartontario.gov.on.ca
- Tip Sheets for employers, supervisors, parents and young workers at www.gov.on.ca/lab
- WSIB’s *Launching a Safe Start – An Employer’s Guide* at www.wsib.on.ca/wsib/wsibsite.nsf/public/ReferencePreventionGettingStarted

...and check the list of sector-specific safety associations at www.wsib.on.ca/wsib/wsibsite.nsf/public/PartnersHealthandSafety for more detailed resources to help you provide a safe introduction to the workplace.

Need to know more about the law? Is the OHS posted in your workplace?

- Purchase a copy of the OHS or the Guide to the OHS at www.gov.on.ca/mbs/english/publications
- Review the OHS on-line at www.e-laws.gov.on.ca/DBLaws/Statutes/English/90o01_e.htm
- Read/print the Guide to the OHS at www.gov.on.ca/lab/english/hs/ohsaguide/index.html





Workplace Safety & Insurance Board
 200 Front Street West
 Toronto ON, M5V 3A1

Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail
 200, rue Front Ouest
 Toronto ON, M5V 3A1

Treatment Memorandum
Avis de traitement

Practitioner/Hospital:

The worker claims to have been injured in our employ and requests treatment. We, the employer, are sending a report to the Workplace Safety and Insurance Board (WSIB).

Praticien/Hôpital :

Le travailleur affirme avoir subi une lésion pendant qu'il travaillait pour nous et demande des traitements. En tant qu'employeur de ce travailleur, nous ferons parvenir un rapport à la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail (CSPAAT).

Worker Identification Identification du travailleur		Last Name/ Nom de famille		First Name/ Prénom		Initials/ Initiale		S.I.N./ N° d'assurance sociale	
Address (no., street, apt. no./ Adresse (n°, rue, app.)		City/ Town/ Ville		Province		Postal Code Code postal			
Firm Name/ Nom de l'entreprise		Ministry of Education Co-Op Program		WSIB Firm No./ N° d'entreprise à la CSPAAT 250379-FJ		Province Ontario		Postal Code Code postal	
Identification de l'employeur		Address/ Adresse		City/ Town/ Ville Toronto		Province Ontario		Postal Code Code postal	
Accident Information Renseignements sur l'accident		Date and hour of accidental injury Date et heure de l'accident dd/jj mm/ann yy/aa		Date and hour accident reported Date et heure de l'accident signalé dd/jj mm/ann yy/aa		Nature of Injury/Nature de la lésion		Name of Company Officer/ Nom du dirigeant de l'entreprise	
		time/heure am <input type="checkbox"/> pm <input type="checkbox"/>		time/heure am <input type="checkbox"/> pm <input type="checkbox"/>				Date (dd/mm/yyyy) (J/m/aaaa)	

Important: Please retain and file this document for future reference and submission to the WSIB if requested.

Veuillez conserver ce document pour référence future et pour présentation à la CSPAAT sur demande.

Please see other side/ Voir au verso.

Please submit your account to the WSIB/ Veuillez envoyer votre compte à la CSPAAT.
 0156C (01/98)

Injured Worker

Regardless of whether you have received attention at a hospital emergency department for your injury, you are entitled to choose your health professional (i.e. family doctor, dentist, chiropractor, specialist, etc.) if you require further treatment. After choosing, however, you may not change health professionals without the permission of the Workplace Safety and Insurance Board (WSIB).

Health Professional

If you have determined the injured worker will be disabled from earning full wages on any day beyond the day of injury, please submit the appropriate form to the WSIB: **Health Professional - Form 8, Health Professional's First Report/Chiropractors - Form 284C, Chiropractor's First Report.**

The WSIB supports early and safe return to work. If your patient is injured immediate action is recommended to ensure that appropriate measures are instituted. Many employers accommodate their injured workers advantageously by minor modifications to their normal jobs or by transfer to other occupations more suited to their functional abilities. To assist the employer in planning such measures, the WSIB urges that you discuss this matter with your patient and co-operate with the employer's medical staff or responsible representatives in implementing a program which is reasonable and appropriate for the injured worker.

Travailleur blessé

Que vous ayez ou non été traité à l'urgence d'un hôpital pour votre lésion, vous avez le droit de choisir votre professionnel de la santé (c.-à-d. médecin de famille, dentiste, chiropraticien, spécialiste, etc.) si vous devez recevoir d'autres soins. Cependant, une fois que vous avez fait votre choix, vous ne pouvez pas changer de professionnel de la santé sans l'autorisation de la CSPAAT de la sécurité professionnelle et de l'assurance contre les accidents du travail (CSPAAT).

Professionnel de la santé

*Si vous avez déterminé que le travailleur blessé est invalide, c.-à-d. qu'il ne sera pas en mesure de gagner son plein salaire après le jour de l'accident, veuillez faire parvenir à la CSPAAT le formulaire approprié **Professionnel de la santé - Formulaire 8, Premier rapport du professionnel de la santé, Chiropraticiens - Formulaire 284C, Premier rapport du chiropraticien.***

La CSPAAT encourage le retour au travail rapide et sécuritaire. Si votre patient est invalide, nous recommandons que les mesures appropriées soient prises sans tarder pour assurer son retour au travail. Bon nombre d'employeurs tentent de faciliter le retour au travail de leurs travailleurs blessés en modifiant légèrement leur travail régulier ou en leur offrant un autre emploi convenant mieux à leurs capacités fonctionnelles. Afin d'aider l'employeur à planifier de telles mesures, nous vous prions de discuter de cette question avec votre patient et de collaborer avec le personnel médical de l'employeur ou les représentants de celui-ci, en vue de mettre en oeuvre un programme approprié pour le travailleur blessé.

EMPLOYMENT ASSISTANCE PROGRAMS

JOB CONNECT (www.needajob.org)

A free service designed to help employers find and train youth who want to work in the province of Ontario. Employers are provided access to young people (16 + years old) who are ready and willing to work. Training subsidies, support and monitoring are provided. If you are hiring, we can help. Please call: (613) 232-0022 ext. 1625.

SUMMER JOBS SERVICE (www.needajob.org)

A free service designed to provide employers who hire students for the summer with a wage subsidy to help offset their costs. Employers may choose from a large inventory of students or they may refer their own to the program for the financial assistance. Please call: (613) 232-0022 ext. 1620 for more information.

APPRENTICESHIP SIGNING BONUS

Through Ministry of Training, Colleges and Universities funding, youth between 16 – 24 who have left school, then return to complete a level of education that is required for the apprenticeable trade they are entering, will be eligible to receive \$1000. Employers who hire these individuals will be eligible for a \$2000 bonus paid in 2 installments. Please call (613) 232-0022 ext. 1625 for more information.

APPRENTICESHIP TRAINING TAX CREDIT

This incentive provides businesses with up to \$5000 per year in tax credits over the first 36 months of training an apprentice in an eligible field (\$15,000 maximum). This tax credit applies to all motive power, construction, and industrial trades as well as selected service trades. Contact the Ministry of

Finance at 1-800-263-7965 or read more at

http://www.trd.fin.gov.on.ca/userfiles/HTML/cma_3_42486_1.html

FEDERAL GOVERNMENT BENEFITS FOR EMPLOYERS AND APPRENTICES

Apprenticeship Incentive Grant, Apprenticeship Job Creation Tax Credit, Tradesperson's Tools Deduction. (all new).

www.cra-arc.gc.ca/whatsnew/apprenticeship-e.html

www.cra-arc.gc.ca/whatsnew/tools-e.html

http://www.hrsdc.gc.ca/en/workplaceskills/trades_apprenticeship/AIG/index.shtml

GRADUATE TRANSITIONS TAX CREDIT

Small and medium sized businesses who hire **post-secondary** graduates will be eligible for an enhanced tax credit for a percentage of eligible costs. Contact the Ontario Ministry of Finance at 1-800-263-7965

COOPERATIVE EDUCATION TAX CREDIT

This program will reimburse a percentage of eligible expenditures for each student hired who is enrolled in a recognized **post-secondary** co-operative education program. Call the Ministry of Finance at 1-800-263-7965 for more information.



St. Lawrence College

**EMPLOYMENT
ONTARIO**

Ontario's Employment and Training Network