



NEW SAREPTA COMMUNITY HIGH SCHOOL

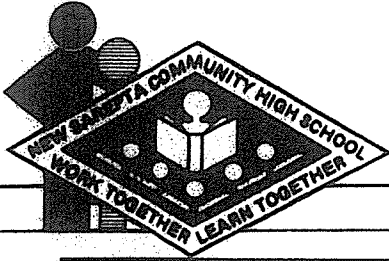
Telephone: 941-3924 • Fax: 941-2224 • Box 10, New Sarepta, Alberta T0B 3M0

STUDENT Instruction is student is injured

Dear Student:

Let me first say I hope your injury is not serious and that you recover fully very soon. If this on-the-job injury requires medical treatment and you are unable to work the next calendar day, you need to do the following:

1. **Visit a doctor and get treatment.** Tell them you work at a supervised site for school credits, were injured there and are covered by WCB through Alberta Learning.
2. Call **941-3924** or **975-7774**. If there is no answer, leave a message on both the school line and the cell phone. I will contact you as soon as possible.
3. Fill out the "**Employer's Report of Injury**" form in the **WCB Worker Handbook** (or get the form from your employer) and use **345912-6** as your **claim number**. Get your parents to help you. Also, because Alberta Learning is providing Worker's Compensation insurance for you, please fill in "**on behalf of Alberta Learning**" beside your signature. This ensures that the accident liability is shouldered by the government and not your employer. You have **48 hours** to submit the report after sustaining the injury.
4. Fax one copy of the completed form to each of the following places:
 - a. Black Gold Regional School Division: 955-6050 Attn: Dr. Neil Fenske
 - b. Alberta Learning: 422-0576 Attn: Curriculum Standards
 - c. WCB: 427-5863
 - d. New Sarepta Community High School: 941-2224 Attn: Work Experience Coordinator.



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EMPLOYER Instruction is student is injured

Dear Employer:

In case of an emergency where your student/employee sustains an injury requiring medical treatment and would be unable to work the next calendar day, you need to do the following:

1. Call **Troy Hjertaas** at **929-1319** or **975-7774** (cell). I will come to the work site as soon as possible.
2. Fill out the "**Employer's Report of Injury or Occupational Disease**" form and use **345912-6** as your claim number. Also, because Alberta Learning is providing Worker's Compensation insurance for your student/ employee. Please fill in "**on behalf of Alberta Learning**" beside your signature. This ensures that the accident liability is shouldered by the government and not your company. You have **72 hours** to submit the report after becoming aware of the injury.
3. Fax one copy of the completed form to each of the following places:
 - a. Black Gold Regional School Division: 955-6050 Attn: Dr. Neil Fenske
 - b. Alberta Learning: 422-0576 Attn: Curriculum Standards
 - c. WCB: 427-5863
 - d. NSCHS: 941-2224 Attn: Work Experience Coordinator.
4. Give your student/employee their information letter and the WCB Worker Handbook. Have them take it home to fill out their "Worker's Report of Injury" form. They have **48 hours** to send it in.