

WORKPLACE ACCIDENT REPORTING INVOLVING DIETETIC LEARNERS – DIETETIC PRACTICUM PROGRAM (DPP)

Approval Authority: DPP Committee, Manager, Dietetics

Established On: 2007 12 07

Category: Health Sciences

1.0 POLICY STATEMENT

Dietetic learners must follow the established procedures for reporting any workplace injury or incident (exposure). The Manager, Dietetics will review the Policy and Procedure with the dietetic learners at orientation.

The purpose of this policy is to ensure compliance with the reporting requirements of the Workplace Safety and Insurance Board (WSIB).

2.0 SCOPE

This policy applies to dietetic learners in the DPP.

3.0 PROCEDURES (see Workplace Accident Reporting Procedures algorithm below)

Dietetic Learner Responsibility:

- Report any injury or incident (exposure) to Manager, Dietetics/DPL/ Site Coordinator Immediately as well as the Occupational Health Department or Supervising preceptor.
- Seek appropriate medical attention.
- Complete [NOSM University's \(NOSM U\) injury/Incident Reporting Form](#) and submit it to hr@nosm.ca or fax to 705-671-3880.
- If the injury is a needle stick or fluid splash, see your site specific Occupational Health and Safety Department.
- Complete WSIB Form 6 and submit to WSIB.
- Complete any additional forms as required, if necessary. E.g. Functional Abilities Form (FAF).
- Maintain contact with WSIB and NOSM U Human Resource designate providing information/updates until file is closed.
- Contact Manager, Dietetics and NOSM U Human Resource designate immediately if injury reoccurs.

Manager, Dietetics/DPP Site Coordinator/Preceptor Responsibility:

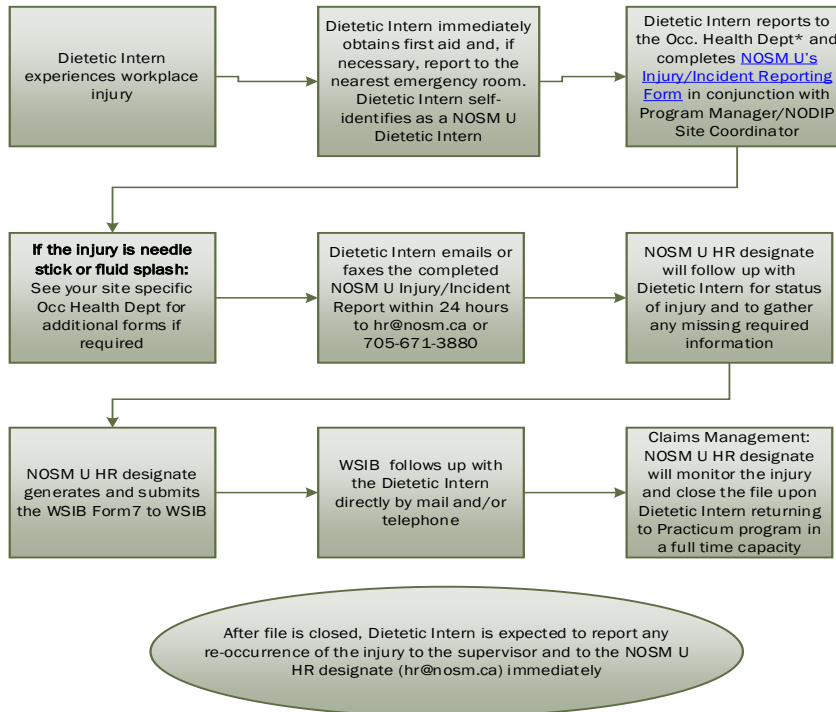
- Provide NOSM U's Injury/Incident Reporting Form
- Complete NOSM U's injury/Incident Reporting Form in conjunction with Dietetic Learner.
- Complete the investigation with the Dietetic Learner and discuss corrective measures.
- Ensure that the Dietetic Learner receives appropriate medical attention.

NOSM University Human Resource Delegate Responsibility:

- Connect with Dietetic Learner for status of injury and to gather any missing required information.
- Generate and submit the WSIB Form7 and WSIB Worker's Exposure Incident Form (if applicable) to WSIB.
- Claims Management: NOSM designate will monitor the injury and close the file upon Dietetic Learner returning to practicum program in a full time capacity.
- Maintain contact with Dietetic Learner and WSIB adjudicator.

WORKPLACE ACCIDENT REPORTING PROCEDURES

~ For Dietetic Interns ~



Additional Information:

NOSM U has three (3) business days to fill out the Form 7

4.0 ROLES AND RESPONSIBILITIES

The DPP Committee is responsible for the review and approval of this policy. The Manager, Dietetics is responsible for the oversight, execution, and revision of this policy and its procedures.

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Manager, Dietetics.

7.0 RELATED DOCUMENTS

1. [NOSM U's Incident/Injury Reporting Form](#)

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: DPP Committee
- b. Responsible Officer: Manager, Dietetics
- c. Procedural Authority: DPP Committee
- d. Procedural Officer: Manager, Dietetics

Review and Revision History

Review Period: 2 years or as required

Date for Next Review: 2026 08 01

Date	Action
2007 09 04	First Version
2010 09 02	Minor Edits
2016 08 22	Minor Edits
2018 08 01	New Template
2021 08 13	Change to online payment system and approval tuition fee changes by EDG. Health Sciences & Interprofessional Education Committee dissolved June 2021. DPP Committee now responsible.
2022 10 12	New template
2023 09 04	Minor edits
2024 08 06	Program and Manager title changes throughout.

