

<b>Policy 4.01</b>	<b>Refer to Policy #</b>
<b>Green Certificate Critical Response Policy</b> The Provincial Coordinator, or designate, will respond to all accidents.	
	<b>Approved</b>
	November 2013
	<b>Review Date</b>
	November 2015

- In the event of an incident a **credit trainee** must initiate a claim with the school coordinator. The school coordinator must then inform the Regional Coordinator.
- In the event of an incident a **non-credit trainee** must initiate a claim with the Regional Coordinator.
- A Worker’s Compensation Report Form (Appendix) may need to be filled out and filed.
- In the event of a serious accident, or death, of a trainee involved in the Green Certificate Program’s training or testing process, the Regional Coordinator will inform the Provincial Coordinator immediately.
- All inquiries about the incident will be directed to the Provincial Coordinator, or designate. The Provincial Coordinator, or designate, will work with Alberta Agriculture and Rural Development and the Regional Delivery Contract Colleges Communications Departments to prepare messages. Both the Regional and Provincial Coordinators will adhere to their respective organizations communication policies.