

## Just Got Bitten or Scratched?

1. First aid must be administered to the bite/scratch area. It is strongly recommended that the staff or volunteer seek medical attention from a primary health care practitioner. Please **DO NOT** treat a bite/scratch if you have not been trained to do so. If it is an emergency situation call 911 for assistance.
2. The bite or scratch must be reported to an immediate supervisor.
3. A Public Health Rabies Exposure Form must be completed and Public Health must be notified if there is a bite or scratch that breaks the skin from any domestic or wild animal.
4. WSIB notification - if an employee receives health care (outside of on-site first aid) or is absent from work due to an animal bite or scratch, WSIB must be notified by completing a Form 7. Only employees are covered by WSIB. Volunteers are not covered through WSIB and would not require a Form 7 to be completed.
5. An incident report must be completed for an employee if no Form 7 is necessary as described above. For bite/scratches to volunteers, an incident report must be completed and forwarded to the Human Resources Department for our health and safety records.