



SECTION:	Human Resources General	APPROVAL DATE:
SUBSECTION:	Staff Health and Safety	January 8, 1996
POLICY NAME:	Accident Prevention, Reporting and Investigation	LAST REVISED:
POLICY NUMBER:	R.HRG.C.3	June 7, 1999

1. REPORTING

- 1.1 All employees, school staff and non-school staff will report all incidents, accidents and injuries immediately to the school principal, supervisor or designate.
- 1.2 Employees injured outside regular work hours while on school or work related activities will report the accident as soon as possible either by telephone or on the next working day.
- 1.3 Subsequent or future lost time and illness arising from a previously reported incident or accident must be reported by the employee to the principal or supervisor on the day the lost time or illness is known.
- 1.4 Principals or supervisors will report the injury to the Human Resources Department immediately by phone.
- 1.5 Principals or supervisors will report critical injuries, fatalities, and fires to the appropriate Board officials, governmental agencies and the school safety representative.
- 1.6 Principals or supervisors will report the staff member's return to work to the Human Resources Department on the day that the employee resumes employment.

2. INVESTIGATION

- 2.1 The principal or supervisor will visit the site of the incident or accident and observe the task, equipment, materials, environmental conditions, work procedures and any unusual situations which may have caused the incident or accident.
- 2.2 The Human Resources Officer, Safety Consultant, the Workplace Health and Safety Representative and or other Board Representatives may investigate incidents and accidents whenever necessary.
- 2.3 Principals or supervisors may interview the injured worker and /or other workers who may likely know the causes of the accident.
- 2.4 Principals or supervisors will complete the Incident/Accident Report Form (WCSSB A1.01) and forward it to the Human Resources Department before the end of the school or working day on which the accident occurred. (See Appendix 2)
- 2.5 The Workplace Health and Safety Representative will participate in the investigation of any accident resulting in a critical injury or fatality.

3. RESPONSE

- 3.1 All hazardous conditions will be controlled to prevent further injuries.
- 3.2 First Aid or medical treatment will be made available by the principal or supervisor.
- 3.3 Principals or supervisors will monitor the recuperation of employees on sick leave due to a work sustained injury.

- 3.4 Principals and supervisors will assist the Human Resources Department in providing modified work and monitoring the recuperation of employees placed on a modified work placement.