

WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD

SECTION: Human Resources

SUBSECTION: Staff Health and Safety

POLICY: Accident Prevention, Reporting and Investigation

CODE: P.HRG.C.3

It is the intent of the Wellington Catholic District School Board to comply with all Provincial Occupational Health and Safety Legislation. All accidents sustained by employees while at work will be investigated to identify the contributing factors, to analyze the underlying causes and to determine remedial action to prevent recurrence.

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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.

## Appendix 1

### Terms Defined:

- 1.1 Incident  
An incident is an unplanned event that does not result in an injury or illness. It is often termed as a “near miss”.
- 1.2 Accident  
An accident is an unplanned event resulting in injury, illness or property damage.
- 1.3 Critical Injury  
A critical injury is an injury where an employee experiences loss of consciousness, a loss of sight, severe bleeding, or fracture or amputation of an arm or leg.
- 1.4 Fatality  
Loss of life.



**All Employee Incidents/Accidents must be reported on this form and faxed to the Human Resources Department (837-4158) on the same day of the accident.**

1. Facility/School		2. Location (place of accident)		
3. Name of Employee		4. Occupation		
5. Date of Accident	6. Time	7. First Aid (yes/no)	8. Medical (yes/no)	9. Lost-time (yes/no)
10. Describe the Injury (include the part of the body and the nature of the injury).				
11. Describe the cause of the injury (include the task, materials, equipment and conditions.)				
12. Describe actions taken or which will be taken to prevent re-occurrence.				
13. Names of witnesses				
14. Other comments				

Authorization for the collection of the information on this form is in keeping with the Freedom of Information Legislation and the WSIB Act and Regulations. The information may be released to any agents contracted by the Board for the purpose of claims management. For further information contact the Human Resources Department.

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Principal/Supervisor

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Employee

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Date