

ADMINISTRATIVE PROCEDURE NO. 461

ACCIDENT AND INCIDENT REPORTING

Background

Timely reporting of accidents and incidents in a consistent manner is necessary to protect and safeguard the wellbeing of employees, students, volunteers and visitors, while engaged in division-related activities, and to appropriately manage the Division's liability risk. Accidents and incidents involving accidents, personal injury, assaults, property loss, damage or theft are governed by this administrative procedure.

All employees have a role to play in risk management, including implementing safe practices in the work and school environment, and taking action in accordance with these practices. The goal of risk management is to protect employees, students, volunteers, and visitors from injury, as well, to minimize the loss of property. An integral part of risk management is to learn from accidents or incidents that take place so that future similar incidents can be minimized or eliminated, where possible. Principals, department managers (i.e. Maintenance, Transportation, IT) and other supervisory staff are responsible for investigating the cause of an accident or incident, and taking appropriate actions that might be necessary to mitigate a recurrence. This includes reporting and taking care of any repair or maintenance items that may present physical hazards (e.g., removing broken glass from playground, repairing a damaged step, securing loose components on playground structure, etc.).

Roles and Responsibilities

The Superintendent or designate has the responsibility for the reporting, monitoring and tracking of accidents/incidents involving employees, students, volunteers, and visitors while on Red Deer Catholic Regional Schools property or off-site locations while engaged in school-related activities. The Board shall be kept informed of accidents and incidents in the Division.

It is the responsibility of the Principal and department managers to ensure accurate and timely reporting occurs.

Procedures

1. In accordance with this administrative procedure, risk management procedures and the Occupational Health and Safety Program, principals, department managers and other supervisory staff shall expeditiously report to the Secretary Treasurer or designate through the Employee Accident/Incident Reporting System the following:

- 1.1 All accidents (that required first aid treatment) in school or division buildings, on school grounds, or at off-site locations that resulted in:
 - a. personal injury, however slight it may appear at the time, of employees, students, volunteers or visitors;
 - b. all incidents of assaults, threatened violence, allegations of wrong doing;
 - c. occurrence of a serious nature or with the potential to cause injury, for example, “near misses,” that occurs on Division property (or during school or Division activities off-site) which involve or affect employees, students, volunteers, visitors, and/or the well-being of the school;
 - d. any accident, incident or occurrence where the individual’s reaction (including that of parents and guardians) suggests that legal action against the Division could be possible;
 - e. any damage, loss or theft of Division property (which includes school property), including building structures, contents, and Division-owned vehicles; and,
 - f. environmental accidents/incidents such as chemical spills, asbestos contamination, etc.
2. The required electronic *Accident//Incident Forms* shall be used for all reports completed including loss or theft of division property, Workers’ Compensation Board (WCB) claims, automobile accidents, and near-miss Hazard Reports.
3. Principals and department managers must ensure work related accident reports are completed and submitted electronically into the Employee Accident/Incident Reporting System within 24 hours of the incident first being reported.
4. Where an accident or incident involves the injury of a student, the parents or guardians shall be notified immediately.
5. Worker’s Compensation Board (WCB) requires employers to submit “Employers Report of Injury or Occupational Disease” for eligible employees covered under WCB regulations when one or more of the following circumstances has occurred:
 - 5.1 an injured employee has received medical treatment;

- 5.2 when the employee takes time off work beyond the day of the accident;
and,
- 5.3 when the employee's injury requires the assignment of modified or alternate work duties.
6. The employee injured must also submit a WCB Workers Report of Injury of Occupational Disease to WCB.
 7. The Occupational Health & Safety Department will provide documents to Human Resources and will submit the reports to WCB.
 8. Confidentiality of accident/incident Report information must be maintained. The names of employees, students, volunteers, etc. involved in any accident or injury shall not be released to the public, including to any individual with a potential legal claim, without the prior approval of the Superintendent. Additionally, any release will comply, where applicable, with *Freedom of Information and Protection of Privacy Act* requirements.
 9. Media statements by Division employees concerning accidents, public damage, or concerns about public health and safety shall only be made by the Superintendent or designate.
 10. The Division's liability interests are protected, in part, through its insurance carrier and the provisions of its insurance policies. The Secretary-Treasurer or designate has the responsibility to:
 - 10.1 Report accidents and incidents to the Division's insurance broker in compliance with the insurance policies;
 - 10.2 Follow up with a principals, department managers (such as maintenance, transportation and IT) and other supervisory staff, to ensure that appropriate action has been, or will be, taken to prevent recurrences, including cases where repairs and maintenance are required, and where risk management practices need to be strengthened;
 - 10.3 Maintain records to support insurance claims made by the Division, and to assist in defending against claims advanced against the Division;

- 10.4 Ensure that appropriate Superintendents and other supervisory employees, and employees directly involved are advised of any developments, where appropriate, in individual cases;
- 10.5 Make whatever arrangements may be necessary for meetings and consultations concerning the matter, particularly when the Division's insurance company appoints an adjuster to investigate an accident/incident, and needs to interview witnesses (e.g., students and employees; and,
- 10.6 Employees, students and volunteers (including School Councils) are generally covered by Division's liability insurance policies when those individuals are acting appropriately on behalf of the Division. Individual employees shall not attempt to address liability questions or concerns directed to them about an accident/incident.

References

- School Act, Sec, 45 (8)
- Freedom of Information and Protection of Privacy Act (FOIP)
- Worker's Compensation Act
- Occupational Health and Safety Act, Regulation and Code
- Occupation Health & Safety Program

TEACHER PROFESSIONAL DEVELOPMENT

APPENDIX 'A'

TEACHER PROFESSIONAL DEVELOPMENT GUIDELINES

Guidelines:

1. Allocation

- Based on \$500 per full time equivalent teacher
- Part-time teacher's amount is pro-rated based on their full time equivalency
- Accumulates to a maximum of \$1,500 per teacher (3 years)
- Placed in an individual account for each teacher, as money must follow teacher
- School budget of the teacher pays the allocation in September and money is placed in account

2. Accessing Funds

- Teacher completes "Teacher Personal Professional Development Form"
- Principal approves requests (professional development activity should link to PGP, to school or Division Education Plan)
- Teacher books substitute teacher
- Teacher submits "Teacher Personal Professional Development Form" to school secretary, with receipts for expenditure, who will submit to Central Office for payment

Expenses will be reimbursed as follows:

- Out of pocket travel expenses (e.g. Plane ticket, Parking, etc.)
- Meals allowance
 - \$10.00 breakfast
 - \$15.00 lunch
 - \$25.00 dinner
- Actual cost of accommodation. Hotel receipt is required with detailed GST and Hotel Tax
- Actual cost of books, journals, registrations to organizations
- Detailed receipts are required for out of pocket expenses

3. Educational Subsidy

Professional Development funds cannot be used to cover the 25% of education costs not covered under Education Subsidy.

TEACHER PROFESSIONAL DEVELOPMENT

APPENDIX 'B' OUT-OF-COUNTRY PROFESSIONAL DEVELOPMENT

Background

Administrative Procedure No. 460 *Teacher Professional Development* outlines division guidelines for professional development. Out-of Country professional development requires:

13. Professional Development activities that occur outside the boundaries of Canada are reviewed by the Superintendent or designate and require submission of the Out-of-Country Professional Development form.

Process

1. All requests for out-of-country professional development and travel must be pre-approved. School staff will submit a request Form to their principal. The principal must inform the Superintendent or designate of all out-of-country professional development requests. Principals and central office staff require approval from the Associate Superintendent of Personnel or their immediate supervisor.
2. Professional development activities must be linked to the staff member's annual Professional Growth Plan. In the case of administrators and central office employees, professional development activities must be linked to the Division Three Year Education Plan.
3. All requests for out-of-country professional development activities must be submitted at least six weeks before the activity or before reservations are made or flights are booked.
4. Senior Administration will monitor multiple requests for the same out-of-country professional development activity.
5. Staff engaging in out-of-country professional development activities are expected to report back on what they learned at the activity. Staff who wish to attend the same conference in following years must submit a report on the implementation of learned activities.