

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.

Roles and Responsibilities

1. The Superintendent delegates to the Secretary Treasurer, or designates the responsibility for developing procedures for reporting and tracking of accidents/incidents involving employees, students, volunteers, and visitors while on Division property or off-site locations while engaged in school-related activities.
2. Principals, non-school based management (e.g., Maintenance, Transportation, IT) and/or supervisory staff are responsible for investigating the cause of an accident or incident, and taking appropriate actions to mitigate recurrence. This includes 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.) and preparing a written report of corrective actions.

Procedures

1. The Principal and department managers shall ensure staff are informed of reporting procedures that include occupational injuries, illnesses, hazards, near misses, unsafe acts and/or conditions.
2. Staff have a legal duty to report occupational accidents, near misses, and illnesses which result in, or have the potential to result in personal injury or property damage to their immediate supervisor. The Principal, department management, and/or supervisory staff are expected to follow up and take appropriate corrective actions when notified.
3. In the event of a student or staff work-related injury or illness occurs the Principal, department management, or supervisory staff is responsible to:

- 3.1. Assess the situation and determine, in consultation with the First Aider and injured student or employee whether first aid treatment is sufficient or further medical treatment is required.
 - 3.2. If critical, call 911;
 - 3.3. If not critical, but medical treatment is required, provide transport to the hospital, physician, or other medical treatment provider as appropriate.
 - 3.4. Where an accident or incident involves the injury of a student, the parents or guardian shall be notified immediately.
4. Accident / Incident Reporting and Recording
- 4.1. In accordance with this Administrative and Risk Management Procedures, principals and department management and/or other supervisory staff shall ensure a management system is in place to expeditiously report events using the Division's Online Accident/Incident Reporting System (OARS) that includes the following:
 - 4.1.1. All accidents/incidents in school or Division buildings, on school grounds, or at off-site locations that resulted in, personal injury, however slight it may appear at the time, of employees, students, volunteers or visitors; (in the case of staff or volunteer injuries, a Worker Compensation Board (WCB) report may be required - see WCB explanation below.
 - 4.1.2. All incidents of assaults, threatened violence, allegations of wrongdoing; occurrence of a serious nature or with the potential to cause injury, i.e., "near misses," events on Division property (or during school or Division off-site activities) which involve or affect employees, students, volunteers, visitors, and/or the well-being of the school;
 - 4.1.3. 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;
 - 4.1.4. Any damage, loss or theft of Division property (which includes school property), including building structures, contents, and Division-owned vehicles;
 - 4.1.5. Environmental accidents/incidents such as chemical spills, asbestos contamination, etc.
5. The required online Accident//Incident Forms shall be used for all reports for injury, illness, loss or theft of division property, allegations of wrongdoing, WCB claims, automobile accidents, near-miss, and Hazard Reports.

6. Principals and department management and/or other supervisory staff must ensure work-related injuries are submitted into the OARS within 24 hours of the incident first being reported.
7. Workers Compensation Board (WCB) Claims
 - 7.1. Teachers are covered by WCB only while teaching industrial education or home economics. Support staff are considered workers and covered under the terms of the WCB legislation. Administrators are covered when performing administrative duties pertaining to managing the business of the school.
 - 7.2. The Occupational Health and Safety Claims Coordinator will complete WCB online Employer Report form for eligible employees. Employees must submit a WCB Workers Report of injury.
 - 7.3. Employee injury reports must be reported to the WCB within 72 hours after the employee's supervisor is made aware of an injury or illness. Criteria for reporting includes one or more of the following circumstances:
 - 7.3.1. The need for medical beyond first aid (assessment by a physician, physiotherapist, chiropractor, etc.)
 - 7.3.2. Incurring medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medication etc.)
 - 7.3.3. Employee takes time off work beyond the day of the accident;
 - 7.3.4. When the employee's injury requires the assignment of modified or alternate work duties.
8. Record Retention and Confidentiality
 - 8.1. 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.
 - 8.2. 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.
 - 8.3. Keep copies of employee accident reports in a confidential location for at least 3 years. Access to employee accident reports are restricted to the record keeper and management.

8.4. Student injury reports are kept in confidence and filed at the school until the student reaches the age of maturity.

9. Insurance and Legal Matters

9.1. 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:

9.1.1. Report accidents and incidents to the Division's insurance broker in compliance with the insurance policies.

9.1.2. Follow up with principals, department management 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;

9.1.3. Maintain records to support insurance claims made by the Division, and to assist in defending against claims advanced against the Division;

9.1.4. Ensure that appropriate Superintendents and other supervisory employees, and employees directly involved are advised of and developments, where appropriate, in individual cases;

9.1.5. 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).

9.1.6. 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:

Sections: 52,53,54,222 of the Education Act
Freedom of Information and Protection of Privacy Act (FOIP)
Workers Compensation Act
Occupational Health and Safety Act, Regulation and Code
Occupational Health & Safety Program

New: May 2014

Revised: November 2019, December 2023