

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 151 – Reporting of Accidents and Investigation**

### **Policy**

The Fort McMurray Catholic Board of Education is committed to the protection of our employees, contractors, volunteers and the students we serve.

In fulfilling this commitment, District and School administration and teachers will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in injury, illness or damage.

Timely reporting of hazards, incidents and accidents and proper investigation are essential to the Occupational Health and Safety program and will lead to a reduction of risks and the prevention of injuries and loss time.

### **Definitions**

**Accident:** An event in a school or District buildings, on school grounds, or at off-site locations for school/District activities, which result in personal injury to employees, students, volunteers, visitors, contractor or employees.

**Incident:** Includes events (evacuation, lockdown, media involvement) or personal behaviour issues (assaults, threats, allegations of wrongdoing, missing person, abuse/neglect, weapon) of a serious nature or with the potential to cause injury. Incidents are situations that occur on District property or during school/District activities off-site and which involve or affect employees, students, volunteers, visitors, and contractor employees.

**Hazard:** A near miss situation that does not result in harm, damage to property, or a release

### **Responsibilities**

The School Principal or District Administrator shall be responsible to report all accidents, incidents and hazards that occurred at their site, and where required, to initiate and conduct an investigation.

The Director of Maintenance and Facilities shall be responsible to:

- a. review all incident/accident and investigation reports;
- b. compile and maintain records of all reports;
- c. provide assistance in the investigation of accidents where appropriate or required;

- d. initiate or recommend corrective measures to prevent re-occurrence of similar events or injuries;
- e. report and discuss incident/accidents to the Occupational Health & Safety Committee;
- f. report to the Superintendent of Schools any instances where, in the opinion of the Director, the incident was caused by negligence or a blatant failure of a worker or administrator to follow procedures or policies.

## **Injury**

In the event of an injury at the school/work the Principal or District Administrator shall:

- a. Ensure first aid is administered to the injured by a member of the Crisis Response Team or other qualified person;
- b. If required, arrange for immediate transportation to a hospital, doctor or other place that is appropriate;
- c. In the injury is to a student, ensure parents or legal guardians are notified;
- d. In the event of a serious accident/incident or injury, notify the office of the Superintendent of School;
- e. Ensure the accident site is either cleaned up or secured as deemed necessary;
- f. Conduct or assist in the investigation of the event that led to the injury and report the accident/incident in the prescribed timeline as described in this policy.
- g. The completion of an Accident Investigation Report is required for all accident/incident that result in serious injuries that require emergency medical services or hospitalization.

All injuries that lead to loss time for staff members covered under the WCB shall be reported within 12 hours of the injury to the Finance Department using the WCB Worker's Report form. The Finance Department shall report the injury within the prescribed 24 hours timeline.

## **Hazard**

In the event of a reported hazard, the Principal or School/ District Administrator(s) will ensure the hazard is removed or minimized and completion of the Hazard Assessment Form.

## **Accident/Incident and Hazard Investigation**

Only a few of the more serious situations may require investigation under the Occupational Health and Safety or Workers' Compensation legislation.

Most investigations are student centered and not related to legislative requirements.

The Principal or School/ District Administrator(s) will complete most investigations. District resources are available to assist in the more serious situations and where legislation requires investigation.

The purpose of the investigation is to ensure that:

- a. Awareness is raised;
- b. Existing controls are reviewed to ensure they were followed or if they were adequate;
- c. Concern for the safety of employees is clearly demonstrated;
- d. Potential hazards are identified;
- e. Appropriate corrective action is taken;
- f. Legal requirements are met.

Whenever an accident or incident occurs ensure that:

- a. No further injury or damage occurs;
- b. Injured persons properly cared for; and
- c. The scene of the accident or incident is secured so that physical evidence is not disturbed before it can be examined.

The process for the completion of investigations is to:

- a. Obtain an overview of the situation;
- b. Gather physical evidence;
- c. Interview witnesses;
- d. Check relevant background information; and
- e. Recommend corrective action.

### **Investigation Kit**

An investigation kit shall be kept accessible and ready for use by any member of the Crisis Response Team or individual assigned the task of conducting an investigation.

The basic kit should include:

- a. A clipboard with paper and accident/incident reports
- b. Blank copy of an Accident/Incident Report form
- c. Blank copy of the Accident Investigation Report form.
- d. Blank copies of Witness Statement Form
- e. Pen/Pencil
- f. Measuring tape
- g. Roll of "Do not enter" tape to secure accident or hazard site
- h. Access to a digital camera or video camera

### **Occupational Health and Safety (OH&S)**

The enforcement body of the Alberta Occupational Health and Safety Act, Regulation and Code requires the employer to report specified injuries or accidents.

Injuries and accidents that must be reported under the Alberta Occupational Health and Safety Act, Regulation and Code include:

- a. A fatality;

- b. An injury or accident that results in a worker being admitted to hospital for more than two (2) days;
- c. An uncontrolled explosion, fire or flood that causes a serious injury or has the potential to cause a serious injury;
- d. The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure;

The conduct an investigation and the completion of an accident investigation report is required where:

- a. A specified injury or accident occurs; or
- b. Any other serious injury, or any other accident that has the potential of causing serious injury to a person, occurs.

**Appendixes:**

- A- Incident/Accident Report
- B- Accident Investigation Report

<b>References:</b> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Act,</li> <li>• Occupational Health and Safety Code,</li> <li>• Safety Guidelines for Physical Activities in Alberta Schools</li> <li>• Handbook for the Prevention and Management of Critical Incidents</li> <li>• Safe and Caring School Policies and Procedures</li> <li>• Board Governance Policy EL # 1, EL # 2</li> </ul>	<b>Approved:</b>
	<b><i>Date Approved:</i></b>  <i>August 24, 2009</i>
<b>Cross References:</b> OP 150,152,153,154,354,361,	<b>Date Revised:</b>