

Administrative Procedure 3041 MR2

***Accident or Incident Reporting and Investigation***

1. Accident or Incident Reporting—All Employees

- 1.1 As soon as possible after the occurrence, staff will report verbally to the appropriate supervisor any accident/incident or work-related injury involving themselves.
- 1.2 Staff will follow up with the completion of a copy of the attached *Incident Report and Investigation* form and the *WorkSafeBC Form 6A, (Worker’s Report of Injury or Occupational Disease to Employer)*.
- 1.3 Should there be a requirement for first aid, the First Aid attendant will fill out the *First Aid Report, Form 7A*.
- 1.4 Staff will also report, as soon as possible after an occurrence, any accident or incident that does not involve injury but which involves theft, property damage, a chemical spill, or a release of a hazardous substance.
- 1.5 All accidents or incidents involving district-owned or leased vehicles or personal vehicles used on approved district business must be verbally reported as soon as possible to the appropriate supervisor by the staff person involved. A *Motor Vehicle Accident Report* form, attached to this regulation is to be submitted to the appropriate supervisor.
- 1.6 Any violence in the workplace affecting an employee will require the same reporting and investigation requirements of this regulation as well as the development of a Safety Plan as described in management regulation.

2. Accident or Incident Reporting – All Students and Volunteers

- 2.1 Should there be a requirement for first aid, the First Aid attendant will attend to the student or volunteer injury.
- 2.2 All accidents or incidents involving a student will require the Incident Report form from the Schools Protection Program Risk Management to be filled out on the website address <http://www.sppirs.org/bc/login.asp> District Number: sd71 Password: courtenay.

Schools are to complete the form down to Submission of Report (please do not submit report), then “save as” and forward as an email attachment to the district Health and Safety Officer. The form is reviewed and forwarded to the District for final submission to the Schools Protection Program.

- 2.3 In addition to the reporting and investigating requirements outlined in this regulation, regulations pertaining to the *Student Behaviour policy 6020, student behaviour regulation 6020R1, Student Behaviour and Suspensions regulation 6020R2, Student Suspension, Incidents Involving Possession or Use of Weapons regulation 6020R3* and policies 6022, 6027,6027R1 and 6029 apply.

### 3 Accident or Incident Investigation

- 3.1 After receiving notification of any accident or incident involving an employee, an investigative team comprised of the site supervisor, the employee and a worker representative should immediately conduct an investigation of the incident using the *Incident Report and Investigation* form. All site based health and safety committees will review the incident investigation reports at their monthly meetings.
- 3.2 All administrators will review the incident report forms and identify and report any unsafe conditions to the district Health and Safety officer that may have caused the injury.
- 3.3 The incident investigation for an employee shall determine:
- (a) the place, date, and time of the incident;
  - (b) the names and job titles of persons injured;
  - (c) the names of any witnesses;
  - (d) a brief description of the incident;
  - (e) a statement of the sequence of events which preceded the incident;
  - (f) identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
  - (g) recommended corrective actions to address the reoccurrence of similar incidents, and
  - (h) the names of the persons who investigated the incident.

- 3.4 Based on the investigation, the supervisor will submit the *Incident Report and Investigation* form, and relevant *WorkSafeBC* Forms 6A, 7 and 7A to the Health and Safety officer. All incident reports will be kept on file at the school board office with copies sent to *WorkSafeBC* by the Health and Safety Officer.
- 3.5 Any supervisor who requires assistance or advice in conducting an accident/incident investigation should contact the health and safety officer.

#### 4. Violence in the Workplace Process

- 4.1 All violence in the workplace incidents involving staff shall be communicated immediately to the site supervisor who will in turn communicate immediately by e-mail the incident to the district Health and Safety Officer and the Director of Human Resources.
- 4.2 All violence in the workplace incidents involving students will be placed on the students file and follow the student. Action plans will include a safety plan and/or a student behavioural plan and a communication plan with affected employees as per *3043MR1*.
- 4.3 Staff shall report accidents/incidents involving themselves with students or adults on the *Incident Report and Investigation* form and the site based team will complete the investigation of the violent incident for both the employee and/or the student.

#### 5. Debriefing of Incident

The supervisor and worker representative who undertook the incident investigation will follow up with the first aid representative and the injured individual to ensure the well-being of the injured worker, and will review the incident collectively in a constructive way, recommending corrective actions and/or procedures to help prevent the reoccurrence of similar incidents.

#### 6. Serious Incidents

- 6.1 As soon as possible, the supervisor must report any serious incident to the superintendent of schools or secretary-treasurer, the director of human resources and the health and safety officer when the incident involves one of the following circumstances:
  - (a) any incident causing serious injury (e.g., resulting in hospitalization);
  - (b) any incident involving a district-owned or leased vehicle or personal vehicle used on approved district business resulting in damage of \$1,000.00 or more;

- (c) any incident causing property damage or \$1,000.00 or more;
- (d) any spill of any hazardous material
- (e) any incident that has the potential to cause critical injury or damage.

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## INCIDENT REPORT AND INVESTIGATION FORM

### STEPS TO INCIDENT REPORTING

#### **STEP 1** First Aid Treatment and Reporting

The injured employee or student/volunteer reports to the first aid attendant, as soon as possible.

The injured employee reports the incident to their immediate supervisor.

If the incident involves violence in the workplace, the incident is reported immediately to the Director of Human Resources and the district Health and Safety Officer.

The first aid attendant completes "*WorkSafeBC Form 7A - First Aid Report.*" for any first aid treatment to the injured employee.

The first aid attendant records any first aid treatment to a student or volunteer into the first aid log book and completes the Incident Report form from the Schools Protection Program Risk Management for any injured student.

#### **STEP 2** If fit to do so, the injured employee completes "*WorkSafeBC Form 6A - Worker's Report of Injury or Occupational Disease to Employer*" (available in site office). **NOTE:** *Form 6A* should not be completed by anyone else for signature by the injured worker.

If fit to do so, the injured employee completes the school district's *Incident Report and Investigation* form Report Section (sample attached to this regulation).

The Investigative Section is to be completed by the investigating team comprising the immediate site supervisor/administrator, the employee and a worker representative.

#### **STEP 3** The school administration (or district administration, in the case of an incident that occurred somewhere other than in a school) completes "*WorkSafeBC Form 7 - Employer's Report of Injury or Occupational Disease.*"

#### **STEP 4** Should the incident involve violence in the workplace, a safety plan and/or a student behavioural plan is to be developed as part of the investigative section of the *Incident Report and Investigation* form. Should the incident involve a special education student, The Director of Student Services or designate is involved in the development of the student behavioural plan.

The *Incident Report and Investigation* is forwarded to the health and safety officer and to the school/site's health and safety committee.

The filing and communication of safety plans is as per management regulation 3043MR1 and is filed with appropriate parties and student behavioural plans are placed on student files.

**STEP 5** Site supervisor photocopies all forms to retain copies, and sends all original completed forms as required to the district Health and Safety Officer (Forms 6A, 7, 7A, the *Incident Report and Investigation* form, the *Incident Report* form (for student/volunteer only) from the Schools Protection Program and, if necessary, the *Motor Vehicle Inspection* form).

All forms are required to be completed within 24 hours of the incident. After being checked for completeness, the school district's health and safety officer will send all required documentation to the *WorkSafeBC* office.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY) Management Regulation 3041MR2

INCIDENT REPORT and INVESTIGATION

REPORT SECTION: To be completed by the employee and reported to immediate supervisor.

PLEASE PRINT

Name: \_\_\_\_\_ Worksite: \_\_\_\_\_

Position: \_\_\_\_\_ Employee #: \_\_\_\_\_ Date & Time of Incident: \_\_\_\_\_ at \_\_\_\_\_ am/pm

Date & Time Incident Reported: \_\_\_\_\_ at \_\_\_\_\_ am/pm

Name of Witness(es): \_\_\_\_\_

- TYPE OF INCIDENT: Accident, Unsafe Condition, Air Quality, Physical Violence/Verbal Abuse, Vehicle, Injury, Property Damage, Hazardous Material

If incident is considered violence in workplace, supervisor advises Director, Human Resources and District Health and Safety Officer.

INVOLVEMENT WITH: Student, Employee, Public, Special Needs, Other

Description or explanation of incident \_\_\_\_\_

INJURY DETAILS:

If there was an injury or health concern, please describe: \_\_\_\_\_

- 1. Did the victim require First Aid? YES/NO
2. Did the victim require medical attention: YES/NO
3. Did the victim require time off work: YES/NO

INVESTIGATION SECTION: To be completed by the site based investigator(s).

Name(s) of investigator(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Safety Representative(s): \_\_\_\_\_

Date of Investigation: \_\_\_\_\_

Apparent Cause: (Attach investigation documents as backup to cause)

Recommended corrective measures and action by specific date: \_\_\_\_\_

Action By: Name and Date

Attach Safety Plan and/or Behavioural Plan, if required: \_\_\_\_\_ Date form was completed: \_\_\_\_\_

Signature of Investigator(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

Communication of Action Taken and Safety Plan and/or Behaviour Safety Plan

- Student File, CUPE 439, At-risk Employee, Human Resources, Health and Safety Officer, CDTA, Site Supervisor, Administration Notified, Parent/Guardian Notified, Staff informed

- 1. Report reviewed by local safety committee YES/NO
2. Safety Plan Required YES/NO
3. Behavioural Plan Required YES/NO
4. Police Notified YES/NO

Name of Investigating Officer: \_\_\_\_\_

Copy the completed report and provide a copy to the site-based health and safety committee. Send the original to the Health and Safety Officer, c/o the School Board Office

