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School Division No. 8
Health and Safety

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Accident & Incident Reporting and Investigation

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SCHOOL DIVISION NO. 8

Worker's Compensation Board POLICY: 01-05 PART I

REFERENCE:

Workers' Compensation Act, RSA 2000, Section 1(1)(p), 32, 33, 34, 37, 140, 140(1), 145, 151 & 152 and General Regulations, Sections 8, 9 & 10

POLICY:

Recording and reporting accidents is a joint responsibility of workers, employers, and physicians.

Workers must report all accidents to their employers and employers must keep a record of the accident. Workers, employers and physicians must report any accident to the WCB if it disables or is likely to disable the worker beyond the day of accident.

Employers must also notify WCB if the worker is entitled to medical aid due to the accident. The Act differentiates between first aid which need not be reported to WCB and all other medical aid which must be reported.

Alberta Occupational Health and Safety Act:

Serious injuries and accidents

18(1) If an injury or accident described in subsection (2) occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.

(2) The injuries and accidents to be reported under subsection (1) are

- (a) an injury or accident that results in death,
- (b) an injury or accident that results in a worker's being admitted to a hospital for more than 2 days,
- (c) an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- (d) the collapse or upset of a crane, derrick or hoist, or
- (e) the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

(3) If an injury or accident referred to in subsection (2) occurs at a work site or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall

- (a) carry out an investigation into the circumstances surrounding the serious injury or accident,
- (b) prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and
- (c) ensure that a copy of the report is readily available for inspection by an officer.

(4) The prime contractor, contractor or employer who prepared the report referred to in subsection (3) shall retain the report for 2 years after the serious injury or accident.

(6) Except as otherwise directed by a Director of Inspection, an occupational health and safety officer or a peace officer, a person shall not disturb the scene of an accident reported under subsection (1) except insofar as is necessary in

- (a) attending to persons injured or killed,
- (b) preventing further injuries, and
- (c) protecting property that is endangered as a result of the accident.

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The term incident is generally defined as an unplanned event that interrupts the completion of an activity and results in;

- A physical injury, illness or disease
- Property damage
- A near miss (the potential for injury, illness, disease or property damage).

1.0 Purpose

This policy sets out guidelines and procedures for the reporting and investigation of injuries, illnesses and incidents. The purpose of incident reporting and investigation is to determine the cause(s), identify any unsafe conditions, acts other deficiencies that may be contributing factors and, where appropriate/applicable, make corrective recommendations to prevent reoccurrence. Incident investigations will be conducted whenever there is a workplace injury, accident, illness or exposure or where there is an incident where there was a potential for a work-related injury, accident, illness or exposure. No fault or blame is to be placed on any individual as a result of an investigation process.

2.0 Scope

The scope of this standard applies to all Prairie Rose School Division No. 8 staff, contractors, and volunteers.

3.0 Responsibility

All injuries, incidents, or occupational diseases involving employees, contract workers, visitors, students and volunteers shall be reported by the individual(s) involved, before leaving the premises, to the Supervisor/Principal or an authorized representative.

Employees, Contractors and Volunteers

- immediately report to their supervisor any incident;
- obtain first aid or medical aid as required in cases of injury, and report such treatment to the supervisor;
- provide information regarding the circumstances which led to the incident;
- participate in the Incident Investigation
- if necessary, complete and submit to their supervisor the WCB Employee Report form;
- maintain communication with their supervisor and the Health & Safety Coordinator regarding injuries and illness;
- cooperate with the School Division and WCB representatives towards the goal of a safe and timely return to work.

Supervisors are responsible and required to complete the following:

- arranging first aid or medical aid for injured persons;
- immediately reporting all critical injuries to the Health & Safety Coordinator;
- preserving the scene of a critical injury accident;

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- conducting an incident investigation and following up on corrective actions;
- ensuring that a worker representative from the JHSC and the Union (if applicable) is given an opportunity to participate in the investigation

Health & Safety Coordinator is responsible and required to complete the following:

- if necessary, complete and submit the WCB Employer Report form;
- provide direction and technical assistance for incident and near-miss investigations;
- review incident/injury reports and make safety recommendations;
- ensure that the appropriate employee representatives on Joint Health and Safety Committee receive copies of injury/incident reports
- liaise with the WCB and manage all claims;
- assist in the assessment and identification of appropriate modified duties;
- train staff in incident investigation procedures and job modification for employees;
- compile and distribute injury statistics and make recommendations to management concerning loss control initiatives to reduce accident frequencies and costs.

4.0 Procedure

- 1) **Affected employee reports the incident to a designated person.** It is the responsibility of the involved employee to immediately report to their department supervisor (or an appropriate designate), the circumstances surrounding an incident involving a near-miss, property damage, physical injury or illness to any individual.
- 2) **Provide first aid and medical care to the injured persons.** The most important immediate tasks - rescue operations, medical treatment of the injured, and prevention of further injuries- have priority and must not be interfered with. When these are under control, the investigators can start their work.
- 3) **Evaluate the scene, gather physical evidence and preserve evidence.**
- 4) **Record evidence.** The supervisor responsible for the involved employee, department or facility shall complete an Incident Investigation and submit to the Safety Coordinator within 24 hours of incident notification.

5.0 Communication

All employees will be informed of incident reporting and investigation procedures during orientation training. It is the responsibility of location management to ensure appropriate communication has occurred.

6.0 Evaluation

The Health & Safety Coordinator will review the policy's performance subsequent to any identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

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7.0 References

Modified Work Program
Incident Investigation Form

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