

**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**POLICY**

NO: 6710

DATE: 2005-04-26

REVISED: 2015-02-10

SUBJECT: **REPORTING EMPLOYEE ACCIDENTS**

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The Board of Education recognizes the right of all employees to work in a safe environment. When accidents do occur, reporting procedures will be followed. Accident reports will be reviewed by the school/location Health and Safety Committee as a proactive measure to avoid re-occurrence.

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**REGULATIONS**

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**Accident Reporting Procedures**

The following are required procedures for employees when an accident occurs at work.

**Employee**

1. The employee must report the accident directly to his/her supervisor as soon as possible following the accident.
2. If a first aid attendant is called to assist the injured employee, a **“First Aid Report”** (Form 7A) is to be completed and filed with the school/location Health and Safety Committee and submitted to the District Education Office.
3. The accident must be reported either by the first aid attendant and/or the injured employee to the supervisor and to the school/location Health and Safety Committee as soon as possible
4. If required, the employee should seek medical attention from a medical practitioner.
5. The employee must complete a **“Workers Report of Injury or Occupational Disease to Employer”** form (Form 6A) with details of the injury and send the form to District Education Office for processing within three (3) days.

**Employer/Supervisor**

1. The supervisor must be advised of the accident and take any appropriate action to ensure the safety of workers, volunteers, and students.
2. The supervisor may assign a first aid attendant or call for an ambulance depending on the severity of the accident.
3. The supervisor must report the accident to the school/location Health and Safety Committee as soon as possible.
4. The supervisor must report the accident to the District Health and Safety Officer.
5. The supervisor must complete the **“Employers’ Report of Injury or Occupational Disease”** form (Form 7) and send it to the District Education Office for completion and processing for WorkSafeBC within three (3) days of the accident.

6. Serious accidents that may require follow-up or result in liability issues for the School District must be reported to the Secretary-Treasurer as soon as practical.

#### **School/Location Health and Safety Committee**

1. The school/location Health and Safety Committee or at the employee's work location must investigate any accident that occurs.
2. The school/location Health and Safety Committee may include the District Health and Safety Officer in the investigation of the accident.
3. This investigation should establish the cause of the accident (if possible) and provide a summary of the details of the accident in a formal accident report.
4. The school/location Health and Safety Committee should interview witnesses to the accident whose statement should be included as part of the accident report.
5. The accident report may include recommendations to assist the school/location in the elimination or prevention of future such accidents.
6. The school/location Health and Safety Committee should assist the employee and supervisor in the filing of the necessary WorkSafeBC forms.
7. A copy of the accident report should be filed with the school/location Health and Safety Committee minutes.
8. A final copy of the accident report must be sent to the District Health and Safety Committee.

#### **District Health and Safety Committee**

1. The District Health and Safety Committee will review all accident reports sent from the school/location Health and Safety Committees.
2. The District Health and Safety Committee and the District Health and Safety Officer may further investigate an accident and will be directly involved in the investigation of a serious accident.
3. The District Health and Safety Committee can make recommendations to specific schools, locations or the entire district in the elimination or prevention of future accidents.

**Employees failing to follow this procedure may be ineligible for WorkSafeBC benefits.**