



Policy 6710
REPORTING EMPLOYEE ACCIDENTS

Adopted: 2005-04-26	Reviewed:	Amended: 2015-02-10 2019-12-17
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POLICY

SUBJECT: **REPORTING EMPLOYEE ACCIDENTS**

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

SUBJECT: **REPORTING EMPLOYEE ACCIDENTS**

Accident Reporting Procedures

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

Accident Reporting Procedure

1. The accident must be reported by the injured employee (or by the first aid attendant if the employee is unable to make a report) to the supervisor as soon as possible.
2. If a first aid attendant is called to assist the injured employee, a **"First Aid Report"** (WorkSafe BC Form 7A) is to be completed and filed with the school/location Health and Safety Committee and submitted to the District Education Office.
3. If required, the employee should seek medical attention from a medical practitioner.
4. As soon as possible, the supervisor receiving the report must complete the SD78 Employee Injury Report form available at each school, all school district sites, and on the [School Administrator's Sharepoint site](#).
5. If the employee does not require medical attention, the supervisor will file the report in the designated secure site file.
6. If the employee requires medical attention, the supervisor will email a copy of the SD78 Employee Injury Report form to the district office using mysafety@sd78.bc.ca. Once the report is received the Supervisor will be issued an investigation form to complete.
7. If an incident takes place where there is a "near miss" of a substantial injury, the "near miss" will be reported in the same way as an injury requiring medical attention.

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. 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 when there is an injury that requires medical attention or a "near miss" that could have caused a serious injury.
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 shall use the required [WorkSafeBC process](#) and WorkSafe BC [Form 52E40](#) (Employer Incident Investigation 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 school/location Health and Safety Committee should assist the employee and supervisor in the filing of the necessary WorkSafeBC forms.
6. A copy of the accident report should be filed with the school/location Health and Safety Committee minutes.
7. 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.