

# School District 50: Haida Gwaii/Queen Charlotte

**Policy Subject:** REPORTING EMPLOYEE ACCIDENTS

**Date Passed:** December 2008

**Date Amended:** NA

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Policy No. 6800

Date Approved: December 2008

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## POLICY

The Board of Education recognizes the right of all employees to work in a safe environment, however when accidents do occur procedures must be in place for the safety of all.

## PROCEDURE

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

### Employee

1. The employee must report the accident directly to their 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 Board Office.
3. The accident must be reported either by the first aid attendant and/or the injured employee to the school/location Health and Safety committee as soon as possible.
4. The employee should seek medical attention from a qualified physician or

hospital if required.

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.

6. Employees failing to follow this procedure may be ineligible for Workers Compensation benefits.

#### 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 aide 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 complete the “Employers Report of Injury or Occupational Disease” form (form 7) and send it to the Board Office for completion and processing for Workers Compensation within three (3) days of the accident.

5. Serious accidents that may require follow-up or 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 Health and Safety committee in the school or at the employers work location must investigate any accident that occurs.

2. 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.

3. The School/Location Health and Safety committee may interview witnesses to

the accident whose statements should be included as part of the accident report.

4. The Accident report may include recommendations to assist the school/location in the elimination or prevention of future such accidents.

5. The School/Location Health and Safety committee may assist the employee and supervisor in the filing of the necessary Worksafe forms.

6. A copy of the accident report should be filed with the school/location health and safety minutes and 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 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 school, locations or the entire District in the elimination or prevention of future accidents.