

ACCIDENT OR INCIDENT REPORTING AND INVESTIGATION

1. Accident or Incident Reporting—All Employees
 - 1.1. Immediately after an 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 an incident report form using the Prismatic Safety Management System (PSMS).
 - 1.3. Should there be a requirement for first aid, the First-Aid Attendant will fill out the First-Aid Report Form, using the Prismatic Safety Management System.
 - 1.4. Staff will also report, as soon as possible after an occurrence, any near miss, 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. Motor Vehicle accidents must also be reported in the Prismatic Safety Management System.
 - 1.6. Any violence in the workplace affecting an employee will require the same reporting and investigation requirements of this Administrative Procedure as well as the development of a Positive Behaviour Support plan and/or Employee Risk Reduction Plan as described in Administrative Procedure 354 – Physical Restraint and Seclusion.
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 British Columbia Schools Protection Program Risk Management to be filled out on the website address <http://www.incident-request.org>
 - 2.2.1. Principals are to complete, review and submit the Incident Report Form directly to the School Protection Program.

- 2.3. In addition to the reporting and investigating requirements outlined in this Administrative Procedure, procedures pertaining to the Administrative Procedures 352 – Police Interviewing of Students, Administrative Procedures 354 – Physical Restraint and Seclusion, Administrative Procedures 355 – Student Behaviour and Discipline, Administrative Procedures 355 Appendix – Student Behaviour Suspensions, Administrative Procedures 357 – Possession or Use of Weapons, 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 is to immediately conduct an investigation of the incident using the incident investigation module in Prismatic Safety Management System. All site Joint Occupational Health and Safety Committees (JOHSC) will review the incident investigation reports, to determine the main cause, unsafe conditions, acts, or procedures that contributed to the occurrence of the incident at their monthly meetings.
- 3.2. Principals or Vice Principal and site managers, through the Prismatic Safety Management System, will review the incident and investigation report forms, identify, and notify the District Health and Safety Manager of any serious unsafe condition that may cause immediate danger after securing the incident location
- 3.3. The incident investigation for an employee shall determine:
 - 3.3.1. the place, date, and time of the incident;
 - 3.3.2. the names and job titles of persons injured;
 - 3.3.3. the names of any witnesses;
 - 3.3.4. a brief description of the incident;
 - 3.3.5. a statement of the sequence of events which preceded the incident;
 - 3.3.6. identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
 - 3.3.7. recommended corrective actions to address the reoccurrence of similar incidents, and
 - 3.3.8. the names of the persons who investigated the incident.
- 3.4. All incident reporting, investigation, and WorkSafeBC claims forms submission are completed in the Prismatic Safety Management System.
- 3.5. Any Supervisor who requires assistance or advice in conducting an accident/incident investigation is to contact the district Health and Safety Manager.

4. Violence in the Workplace Process

- 4.1. All violence in the workplace incidents involving staff shall be communicated immediately to the site supervisor. Staff must also report all workplace related incidents in the Prismatic Safety Management System.
- 4.2. All violence in the workplace incidents involving students will be placed on the student's file and follow the student. Action plans will include a student positive behaviour support plan and/or employee risk reduction plan, and a communication plan with affected employees as per Administrative Procedure 175 – Violence in the Workplace.
- 4.3. Staff shall report accidents/incidents involving themselves with students or adults using the Prismatic Safety Management System and the site JOHSC must be involved in the investigation of the violent incident for both the employee and/or the student.
- 4.4. Supervisors can request the assistance of Inclusive Education resources in the investigations of ministry designated students who present complex, and recurring student behaviour to staff in the workplace.
- 4.5. The Principal will complete the Individual Risk Assessment (IRA) Form to determine if an Employee Risk Reduction plan is required for the Student. **Note:** If the incident in question involves student threat making behaviour and not physical contact or aggression, the Violence Threat Risk Assessment Protocol must be implemented in place of completing a IRA Form.

5. Debriefing of Incident

- 5.1. The Supervisor and worker representative who undertook the incident investigation will follow up with the first-aid attendant (if applicable) and the injured individual to ensure the well-being of the concerned 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. The Supervisor must immediately report any serious incident to the Superintendent or Secretary-Treasurer, the Director of Human Resources, and the District Health and Safety Manager when the incident involves one of the following circumstances:
 - 6.1.1. any incident causing serious injury (e.g., resulting in hospitalization);
 - 6.1.2. 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;
 - 6.1.3. any incident causing property damage or \$1,000.00 or more;

6.1.4. any spill of any hazardous material

6.1.5. any incident that has the potential to cause critical injury or damage.

7. Steps to Incident Reporting

7.1. STEP 1 First-Aid Treatment and Reporting

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

7.1.2. The injured employee reports the incident to their immediate supervisor.

7.1.3. If the incident involves violence in the workplace, after seeking first-aid, staff will report verbally to the supervisor, and complete the incident report form in the Prismatic Safety Management System.

7.1.4. The first-aid attendant must complete a - *First Aid Report* in Prismatic Safety Management System for all first-aid treatment to injured employees.

7.1.5. The first-aid attendant records any first-aid treatment to a student or volunteer into the first-aid logbook and completes the *Incident Report Form* from the Schools Protection Program Risk Management for any injured student.

7.2. STEP 2

7.2.1. The injured employee, if fit to do so, will complete the *Incident Report Form* in Prismatic.

7.2.2. If unable to immediately report their incident, the injured/concerned employee's supervisor may start the incident report in Prismatic. The Prismatic Safety Management System will notify the employee by email to complete and sign the incident report.

7.2.3. The Incident Investigation Section is to be completed by the investigating team comprising the immediate site supervisor/administrator, the employee, and a worker representative from the site JOHSC.

7.3. STEP 3

7.3.1. Should the incident involve violence in the workplace, a student positive behaviour support plan and/or employee risk reduction plan as described in Administrative Procedure 354 – Physical Restraint and Seclusion is to be developed as part of the recommendation for corrective action section of the *Incident Report and Investigation*. Should the incident involve a ministry designated student, The District Principal of Inclusive Education can be involved in the development of the Student Behaviour support plan.

7.3.2. The filing and communication of safety plans is as per Administrative Procedure 354 – Physical Restraint and Seclusion. A copy of the safety plans must be filed with appropriate parties and placed in the student file.

7.4. STEP 4

7.4.1. The Prismatic Safety Management System Software is used to manage all aspects of the District's Occupational Health and Safety Program, including:

- Incident reporting and Investigations
- First-Aid reporting
- Hazard reporting
- Workplace site inspections, and
- JOSHC meetings

7.4.2. All incidents are required to be reported and forms completed within 24 hours of the incident.

7.4.3. All investigations are required to be completed and submitted within 48 hours of reporting the incident.

7.4.4. The District Health and Safety Manager will review completed incident and investigation forms in Prismatic and submit all required documentation to WorkSafeBC.

Reference: Sections 17, 20, 22, 65, 85 School Act Health Act
Safety Standards Act Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation

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