



700.7 Workplace Health and Safety – Accident/Incident Investigation

Policy

All accidents, incidents and occupational illnesses shall be reported and, when required, investigated so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Regulations

1. All accidents/incidents shall be reported.
 - 1.1. Documentation must be signed/approved by the employee's immediate supervisor or administrator and forwarded to the Associate Superintendent, Business Affairs.
 - 1.2. If the accident/incident is of a serious nature and fits within the categories described in Section 2 below (those requiring investigation), then the Associate Superintendent, Business Affairs shall be notified immediately.
2. All accidents or incidents shall be investigated if:
 - 2.1. the accident results in injuries requiring outside medical aid;
 - 2.2. the accident causes property damage or interrupts District operations with the potential loss exceeding \$500.00;
 - 2.3. a near miss incident occurs that has the potential to result in (2.1) or (2.2) above;
 - 2.4. the incident is one that is described in Section 18 of the Alberta Occupational Health and Safety Act and must be reported to Alberta Workplace Safety; or
 - 2.5. an occupational illness occurs related to the employees work environment.
3. The investigation of an accident or incident shall be:
 - 3.1. conducted by a designated District employee; and
 - 3.2. documentation shall be forwarded to the Associate Superintendent, Business Affairs.
4. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.



LETHBRIDGE SCHOOL DISTRICT NO. 51

700.7 Workplace Health and Safety – Accident/Incident Investigation...

5. All investigations shall be conducted with the purpose of determining the primary and secondary root causes of the incident or accident, and to recommend corrective measures that might lead to improved employee safety.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Other Alberta Occupational Health and Safety Act