

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

Accident/incident reporting and investigation should be a fact-finding, not a fault-finding process. Investigations are a necessary part of the problem-solving process. Since accidents/incidents vary in severity and impact, the degree of investigation carried out should be related to the severity, impact, and/or the potential for actual loss or injury.

Definitions:

Accident: any event, in school or Division buildings, on school grounds, or at off-site locations for school/Division activities, **which results in injury (personal and/or psychological) as well as occupational illness or disease** to employees, students, volunteers or contractors.

Incident: Events or personal behaviour issues (e.g. Assaults, threats, allegations of wrong-doing, missing person, abuse, neglect, weapons) of **a serious nature or with the potential to cause injury**. Incidents are situations that occur on Division property or during school/Division activities off-site and which involve or affect employees, students, volunteers, visitors or contractors.

Reporting

1. If an accident or incident occurs at the worksite, the employee shall immediately notify their direct supervisor (e.g. school site administrator or department administrator). Employees are required to use Incident/Accident Reporting System (IARS) in Public School Works (PSW) to report all accidents/incidents and hazards within their same shift or as soon possible.
2. Once an accident/incident report has been submitted, the direct supervisor or investigative team from the Division Occupational Health and Safety Management Committee (DOHSMC), has one working day to begin the investigation.
3. If the injury/occupational illness is, or is likely, to result in the employee missing work beyond the day the injury/occupational illness occurred, then the injured individual must contact the Benefits and Short Term Disability Coordinator to complete a *Worker's Report of Injury or Occupational Disease Form* for purposes of Workers Compensation Board (WCB) reporting.
4. In incident/accident situations involving students, Division practice requires a detailed investigation to be completed using the Incident/Accident Reporting System (IARS) in Public School Works (PSW) .
5. Whenever an accident/incident occurs the immediate supervisor should take control of the situation to ensure that:
 - No further injury or damage occurs.
 - Injured persons are properly cared for.
 - The scene of the accident/incident or hazard is secured so that physical evidence is not disturbed before it can be examined.

Investigation

6. The immediate supervisor along with a site-based Health and Safety Committee employee representative will conduct the investigation if the accident/incident is considered minor (minor or minimal injury). If an accident or incident occurs at the worksite that is considered to be major (outside medical aid sought, death, permanent disability or a potentially serious incident), the Division Occupational, Health and Safety Management Committee (DOHSMC), will assign a team to investigate. The investigation team will include a member of the DOHSMC, the direct supervisor and site-based Health and Safety Committee employee representative. The DOHSMC may require assistance with outside agencies.
7. The purpose of investigations is to ensure that:
 - Awareness of accidents/incidents and hazards is raised.
 - Existing controls are reviewed.
 - Concern for the safety of employees is demonstrated.
 - Potential hazards are identified.
 - Appropriate corrective action is taken.
 - Legal requirements are met.
8. The process for conducting investigation is outlined in Exhibit 700.7.2 Accident/Incident/Hazard Reporting Flow Chart. The direct supervisor the DOHSMC investigative team will:
 - Obtain an overview of the situation.
 - Gather physical evidence.
 - Interview witnesses.
 - Check any relevant background information.
 - Determine causes.
 - Recommend corrective action.
9. The investigation will be conducted and reported through the Accident. Incident Investigation form in the Accident/Incident Reporting System (IARS) in PSW including any witness statements and photographs required for the investigation.

Once the investigation has been completed a summary report of the accident/incident including lessons learned and corrective actions will be provided to the Division Joint Workplace Health and Safety Committee quarterly meeting.

References

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| Division Policies: | Policy 700.7 Workplace Health and Safety – Accident/Incident and Hazard Investigation. |
| Other: | Section 40, 53 of the Alberta Occupational Health and Safety Act, Regulations and Code 2020 |