Accident / Incident / Hazard Reporting Flow Chart

**A situation occurs and is reported to principal or non-school based supervisor.
Determine if the situation is an:**

Accident / Incident

Injury

Serious Injury

Minor Injury (no outside medical attention required)

Provide First Aid and Secure Scene to avoid further injury.

No Injury

Event

Personal Behavior

Complete Incident Report on "IARS".

Hazard (near-miss)

Enter Hazard Report on "IARS"/PSW. Take appropriate local action to resolve or send Maintenance a Work Ticket for corrective action.

Send follow-up Hazard Report to Business Affairs through "IARS"/PSW. if the hazard has not been satisfactorily resolved.

Report the Accident or Incident through "IARS**". Incidents with Injuries** require an accident/ incident report

Injured person is a:

Student

File a student incident and/or accident report through "IARS"/PSW.

Employee

Volunteer or Contractor Employee

Enter employee or volunteer/contract or accident report on "IARS".

Visitor or other third party

Enter accident report on "IARS".

If WCB eligible, contact Benefits and Short Term Disability Coordinator

OH&S legislation requires reports and investigations for fatalities, serious injury accidents, fires, floods, explosions, and for structural collapses. Does not include students, as they are not "worker". Contact Health & Safety Officer for assistance.

Conduct an investigation using the Six Step Process:
1. Get an overview.
2. Gather physical evidence.
3. Interview witnesses.
4. Check any relevant background information.
5. Determine causes.
6. Recommend corrective action(s).

Note: If police are part of the OH&S investigation, seek legal counsel before making a statement to the police as individual criminal charges are possible.
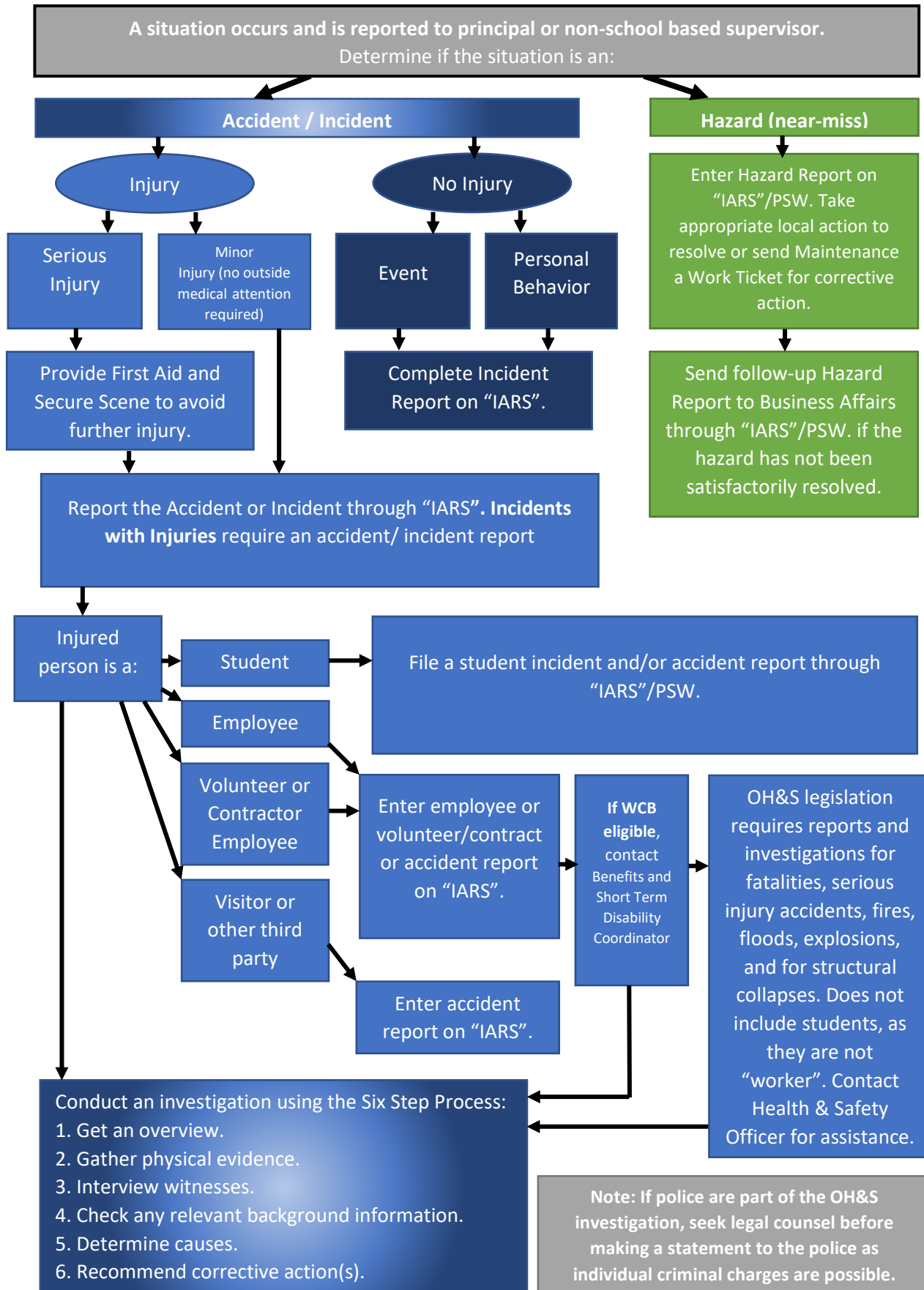
IARS: Incident / Accident Reporting System.   **PSW:** Employees & Students