Accident / Incident / Hazard Reporting Flow Chart

Lethbridge SCHOOL DIVISION

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

Accident / Incident

Hazard (near-miss)

Injury

No Injury

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

Serious Injury

Minor Injury (no outside medical attention required)

Event

Personal Behavior

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

Provide First Aid and Secure Scene to avoid further injury.

Complete Incident Report on "IARS".

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".

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.

Visitor or other third party

Enter accident report on "IARS".

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.
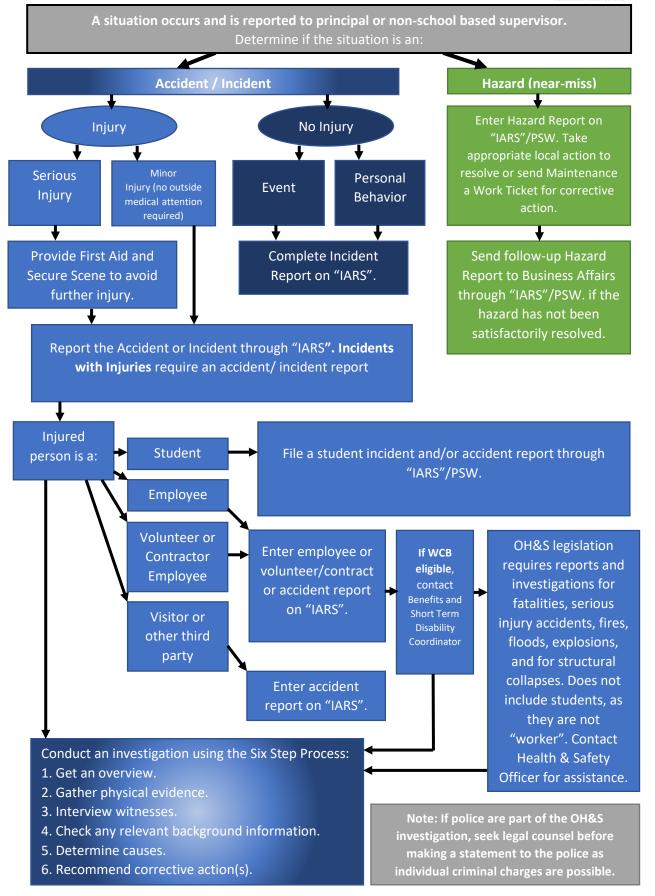
IARS: Incident / Accident Reporting System.   **PSW:** Employees & Students