



Incident Reporting and Accident Investigation

Introduction

All incidents and accidents which occur on Park West School Division (The Division) grounds require investigation and follow up to prevent future incidents or accidents. The Division is committed to tracking and implementing preventative measures to prevent any future incidents or accidents. Incident and Accident reporting allows employees to report any situation that has or may potentially lead to property loss, injury of an employee, student, or visitor of the Division.

Within the Division, all incidents including near misses will be reported using the Division Incident Reporting and Accident Investigation Form SM 224A. This will ensure consistent documentation of all incidents; and ensure follow-up and tracking of trends within schools and programs throughout the division. Incident and Accident reporting and tracking will assist with identification of opportunities for risk reduction, and opportunities for improvement of work processes and service delivery. The incident reporting process also establishes a method to report, disclose, and investigate critical student and serious staff incidents in compliance with all legislative requirements.

Definitions:

Incident: An event or circumstance that resulted in an unintended, undesired outcome for the employee, student, visitor, volunteer, or organization. The incident may result in injury to an individual and/or damage or loss of equipment or property.

Accident: An incident involving substantial risk or harm to employees, visitors, students, volunteers, and others associated with the school/program or to property, reputation, or security.

Incident and Accident Report: The Incident Reporting and Accident Investigation Form SM 224A is an internal document and is an essential means of communication between employees, and the Division Workplace Safety and Health Officer. The Incident Reporting Program assists with identifying safety issues, and trends, risk reduction opportunities, and potential liabilities, and managing potential future litigation.

Near Miss: An unplanned event or circumstance which has the potential to cause serious physical or psychological injury, unexpected death, or significant property damage; but did not actualize due to chance, corrective action, and/or timely intervention. Examples include articles falling near people, short-circuits on electrical equipment,



systems or people problems that could lead to liability-related incidents if not corrected, or any identified potential danger for students, visitors, or employees.

***Serious
Incident
Injury:***

or

An employee incident is considered serious if it results in:

- death or serious injury (as defined below);
- collapse or structural failure of a building, tower, crane, hoist, temporary construction support system, or excavation;
- an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- explosion, fire, or flooding.

Serious employee injuries are defined as:

- fracture of a major bone;
- amputation;
- loss of sight;
- internal hemorrhage;
- third degree burns;
- unconsciousness resulting from concussion, electrical contact, asphyxiation, poisoning;
- cuts requiring hospitalization or time off work;
- any injury resulting in paralysis;
- any other injury likely to endanger life or cause permanent disability.

Responsibilities of Supervisors

Supervisors shall ensure all employees complete the Incident Reporting and Accident Investigation Form SM 224A whenever they are involved in an Incident, Accident or a Near Miss. Any supervisor found to not follow these requirements may be subjected to disciplinary action.

Responsibilities of Employees

All employees are responsible to ensure they complete the Incident Reporting and Accident Investigation Form SM 224A whenever they are involved in an Incident, Accident or a Near Miss. Any employee found to not follow these requirements may be subjected to disciplinary action.



Procedure

1. Reporting of All Incidents:

- 1.1 Incidents/Accidents/Near Misses all require investigation and follow up. For this reason any of the listed events require the completion of the Division Incident Reporting and Accident Investigation Form SM 224A.
- 1.2 All Division employees who become aware of an incident or accident shall complete all sections of the Incident Report Form SM 224A.
- 1.3 The narrative description will contain objective and pertinent facts only. Do not assign blame or express opinions.
- 1.4 The completed Incident Report is forwarded to the individual's immediate supervisor. The supervisor reviews and ensures that the report is complete, initiates follow-up action and forwards the completed report to the Park West Workplace Safety and Health Officer.
- 1.5 All completed Incident Reporting and Accident Investigation Form information will be entered on the Division Incident Report database at the Birtle Division Office.
- 1.6 The Board of Directors and the Park west School Division CEO will review and analyze data, identify trends, and assist teams to make recommendations for organization-wide opportunities for improvement.
- 1.7 All Incident Report forms will be retained for thirty (30) years in a central location.

Conclusion/Review

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years. A review of the Incident Reporting and Accident Investigation Form will commence if there are changes in the workplace that may affect the safety and health of the employees.