



Department: Human Resources
Section: Employee and Labour Relations

The Annapolis Valley Regional School Board believes that by having accurate information on how school community members are being injured, areas of concern can be addressed and proactive measures taken to reduce accidents/incidents to keep schools/worksites safe. This policy has been developed to ensure that roles and responsibilities are clearly outlined for all participants.

Specifically

- 1.0 It is the responsibility of the school administrator or immediate supervisor to ensure that the appropriate forms are completed for all accidents/incidents involving school community members.
- 2.0 The *School Code of Conduct* defines a school community member as any person whose role or job places them in contact with students in school settings and school activities. This includes students, all staff (administrative, teaching, and support staff), board members, parents, volunteers, community groups, parent organizations, and others having contact with students in the school system.
- 3.0 These procedures apply to any accidents/incidents that occur at schools, school board offices, buildings under school board jurisdiction, or elsewhere in the course of school-board related responsibilities, including social functions, travel, conferences, or training events.
- 4.0 According to *Practical Loss Control Leadership*, an accident is defined as “an event that causes unintended harm or damage.” It is these “events” which must be tracked, defined, and training focused toward in order to reduce the possibility of injuring school community members.
- 5.0 The accurate and timely completion of the forms is required by legislation, for compliance with collective agreements, and for risk management. Failure to comply may result in fines (for example Workers’ Compensation), loss of leave provisions, and/or disciplinary action.
- 6.0 In order for the Board to ensure compliance with the legislative and insurance requirements for reporting timelines, notification must be provided as soon as possible of the following:
 - 6.1 a fire or accident at the workplace that occasions bodily injury to an employee. (“Bodily Injury” is deemed to include unconsciousness, loss of substantial amount of blood, fracture of a leg or arm, amputation of a leg, arm, hand or foot, burns to a major part of the body; loss of sight in an eye and any injury that places life in danger.) The Board is responsible for ensuring that this is reported within seven (7) days.
 - 6.2 an accidental explosion at the workplace, whether any person is injured or not. The Board is responsible for ensuring that this is reported within twenty-four (24) hours.

- 6.3 where at the workplace a person is killed from any cause or is injured from any cause in a manner likely to prove fatal. The Board is responsible for ensuring that this is reported within twenty-four (24) hours.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.

Board Approved: June 2/04
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