

ACCIDENT REPORTING (Administrative Practice)

ACCIDENT OR INJURY:

Both employees and supervisors have key responsibilities for properly reporting injuries and illnesses. Should you be injured at work or while performing work related duties, the following requirements and restrictions will apply:

1. Report your injury as soon as practical to your supervisor, but no later than the end of your work shift. Once an injury occurs, all of your actions must be designed to safely conclude your immediate tasks (if necessary) and report your injury.
2. Medical treatment for your injury is important and first aid measures must be applied immediately. If treatment at a medical facility is required, notify your supervisor and they will assist in providing transportation to the nearest medical centre.
3. The office will refer you to your admin link/supervisor to let them know of your injury. If they are not available, proceed to the office secretary for your instructions. Complete all the accident reporting paperwork prior to leaving the building. If your injury was as a result of a violent incident, complete the Violent Incident Report (VIR) on the computer.

Note: The accident reporting package contains all the necessary paperwork you will need to complete for your injury as well as important information for your health care provider and that is why it is necessary to have the package in hand, prior to leaving the workplace to seek medical treatment.

4. Provide all completed paperwork to your supervisor before leaving the school. Both teaching and non-teaching staff will have paperwork to complete and return.

Non-Teaching Staff

MSBA Employee Accident Report
WCB Workers Accident Report
WCB Notice of Injury (Green Card)
Occupational Health Assessment Form

Teachers/Consultants

MSBA Employee Accident Report
Occupational Health Assessment Form

Note: All non-teaching employees filing a WCB claim with their doctor need to have reported their accident to their supervisor; completed and returned the appropriate paperwork to their supervisor to ensure that their claims will be initiated and that they are appropriately paid.

5. At the medical centre, have the health care provider complete the Occupational Health Assessment Form (OHAF) if your injury will require you to have modified/light duties or reduced work hours. This form will provide your employer with your functional abilities and assist them in accommodating you at work.
6. The injured staff members requiring modified/light duties or reduced work hours must provide their supervisor with a completed Occupational Health Assessment Form (OHAF). The form must indicate what your functional abilities are so the school division can provide you with modified/light duties/or alternate work to accommodate your injury and prevent time

loss. The form must be provided the same day or next day after the appointment but no later.

You are required to provide your employer with a written update after each reassessment. If there are no changes to your functional abilities, a doctor's note stating no change is sufficient. If your functional abilities have changed your doctor must complete the Occupational Health Assessment Form.

7. Once completed, all documentation (WCB Green Card, WCB Worker Incident Report, and doctor's notes/OHAF) must be forwarded to the Division's Safety Officer for follow up.
8. Once all the paperwork has been received by the Safety Officer a WCB claim will be initiated for the worker.
9. The school safety and health committee employer and worker co-chairs must initiate an accident investigation, to determine the cause of the incident and implement control measures to prevent the incident from happening again and, where appropriate, lead to changes to the Division's safe work practices and policies.
10. All severe cases will be reported to the Secretary Treasurer and to the Assistant Superintendent Human Resources and Policy.
11. Any issues arising out of the accident or near miss must be discussed at the next Health and Safety Committee meeting to ensure follow up and implementation of corrective measures have occurred.

REPORTING PROCEDURES

A. MSBA ACCIDENT REPORT:

An MSBA Accident Report must be completed for all incidents (students, teachers, non-teachers, visitors, Contractors, etc.) that occur on school division property.

Access to MSBA Accident / Incident Report Online form:

<https://www.hubinternational.com/programs-associations/manitoba-school-boards-association/>

B. STUDENT ACCIDENT OR INJURY:

- All student accidents are to be submitted electronically via the MSBA Accident Reporting website using the [Student Accident Incident Report Online Form](#). If required, please seek assistance from the school office.
- Severe cases shall also be reported immediately to the Division's Safety Officer. The Secretary Treasurer, Executive Assistant will report severe cases to the Secretary-Treasurer and SAT Link. An investigation report will be completed for serious Incidents by the Divisions Safety Officer.

C. TEACHING STAFF INJURY:

- Teaching staff work related accidents are to be reported electronically via the MSBA Accident Reporting website using the [Employee - Accident Incident Report Online Form](#).
- Violent Incident report (if applicable) – If your injury is as a result of a violent incident, please complete the online VIR report as soon as possible, but no later than the end of the day.
- In the event that an on-the-job injury requires an absence from work please contact Asst. Superintendent - Teachers. Absences are limited to the extent of the accumulated sick leave balance at the time of the injury. However, the time absent from work is not charged against the accumulated sick leave balance. Please use the following steps:
 - Secretary responsible for accident reporting will contact the divisional safety officer to inform them of a possible workplace injury. This allows the safety officer offer to provide any initial support.
 - Absence in SmartFind (SFE) is initially coded as illness until the safety officer determines if the reported situation is a workplace injury.
 - If the injury is determined to be a workplace injury, the safety officer will email the secretary, school administration link, payroll manager, and SFE operator (Cheryl Horn) to reclassify the illness in SFE as 'on the job injury'. Allocation of workplace injury leave days follows Sick Leave Article 6.5 g) of the Pembina Trails Teachers' Association Collective Agreement

- If you will be seeking medical treatment for an injury or have restrictions as a result of an injury at work or at home, please have your doctor complete the Divisional Occupational Health Assessment Form and return the form to Asst. Superintendent – Teachers. The Occupational Health Assessment Form indicates what the teacher's functional abilities may be due to the injury and allows the Division to determine light or alternate duties to return the worker safely back to work. Forms are included in the accident reporting package and are also available on the Pembina Trails safety website under Accident Reporting.

D. NON-TEACHING STAFF & EDUCATIONAL ASSISTANT'S ACCIDENT OR INJURY:

- All non-teaching staff work related accidents are to be reported electronically via the MSBA Accident Reporting website using the [Employee Accident Incident Online Report Form](#).
- **For minor first aid injuries:**
A [WCB Green Card](#) must be filled out immediately (**by the worker, signed by the workers supervisor**) and forwarded to the Division's Safety Officer. The green card identifies that the injury occurred during work hours and provides information about the incident to the employer in the event that medical attention is required at a later date.
- **For work related injuries requiring medical care:**
A [WCB Workers Incident Report](#) must be completed by the worker and forward to the Division's Safety Officer.

The employee must also have their health care provider complete a [Divisional Occupational Health Assessment Form \(OHAF\)](#) if the worker has an injury that may prevent them from being able to perform their full duties while at work. The OHAF Form indicates what the workers functional abilities may be due to the incident and allows the division to determine light or alternate duties to safely accommodate the employee. The form must be completed in full and indicate what their capabilities are, the duration for the restrictions, and a date for the next assessment. The employee is required to have this form completed whenever their functional capabilities change. The employee is required to return this form to the school office or supervisor the same day or next day after visiting the health care provider but no later. Supervisors are required to forward all documentation to the Safety Officer so that the WCB claim can be updated.

- **Injuries that require surgery or treatment:**
Where an employee is injured at work and as a result requires surgery/surgery at a later date/or treatment a [WCB Workers Incident Report](#) must be completed by the worker and forward to the Division's Safety Officer.
- A doctor's note will be required by the employee for any time off due to surgery for a work or non-work related injury and must be submitted on the first day of missed work. When the worker is able to return to light or alternate duties, they must have their doctor complete the divisional OHAF. The form must indicate the workers functional capabilities are. This allows the division to accommodate the worker with light or alternate duties.

For workers seeking treatment for a work or non-work related injury, they must have their doctor complete the divisional OHAF. The form must indicate what the workers functional capabilities are. This allows the division to accommodate the worker with light or alternate duties.

Any time loss absences as a result of a workplace injury must be coded as illness in SmartFind (SFE) until the divisional safety officer determines if the reported situation is a workplace injury and until the claim is accepted by WCB.

If the injury is determined to be a workplace injury, the safety officer will email the secretary, school administration link, payroll assistants for non-teaching staff, to reclassify the illness in SFE as WCB related injury.

All paperwork must be submitted to the workers supervisor and forwarded to the Safety Officer.

E. SCHOOL VISITORS:

- School visitor accidents are to be reported electronically via the MSBA Accident Reporting website using the [Non- Student Accident Incident Online Report Form](#).
- The school safety and health committee employer and worker co-chairs must initiate an accident investigation, to determine the cause of the incident and implement control measures to prevent the incident from happening again.
- Severe cases shall be reported immediately to the Division's Safety Officer. Severe cases will be reported immediately to the Secretary Treasurer and to the SAT Link.

F. CONTRACTORS:

- All accidents must be reported to the Safety Officer. An investigation report will be completed for all serious incidents by the contractor and a copy forwarded to the Division's Safety Officer. Severe cases will be reported immediately to the Secretary Treasurer and to the Assistant Superintendent – Divisional Support Services.

G. VEHICLE ACCIDENTS WHILE AT WORK:

- For any accidents involving a personal vehicle but occurring during the course of work, immediately notify your supervisor.
- For any accidents involving a divisional vehicle, immediately notify your supervisor. All accidents involving Facilities & Operations staff shall be reported immediately to the Director of Facilities & Operations and the Safety Officer. All accidents involving IT staff shall be reported immediately to the Director of IT and the Safety Officer. Severe cases will be reported immediately to the Safety Officer and Secretary Treasurer.

- All employees involved in vehicle accidents are required to complete the MSBA Employee Accident/Incident Report.
- Notify MPI and report your accident. If you are injured, you will also be required to initiate an injury claim through MPI. It is strongly recommended that you open an injury claim at the time of the incident as some vehicle related injuries do not appear until several days or weeks after the incident has occurred and MPI will not always accept an injury claim after some time has passed. At the time of your accident MPI will also notify you whether or not a police report is required.
- For any accidents involving a divisional vehicle the Division's Safety Officer will investigate and complete the Pembina Trails SD Accident Investigation Report.

H. SCHOOL BUS ACCIDENTS:

- Any accident arising out of the operation of a school bus must be immediately reported to the School Division by means of communication with the Dispatch Office (489-2597). The driver may not operate the bus until he or she has had instructions to do so, and the school bus is in safe mechanical condition. The Dispatch Office will immediately inform the principal(s).
- In all accidents an exchange of vehicle and driver's license information is required. Additionally, names of persons (including students) involved or witness to the accident should be obtained.
- An accident involving an injury requires the Dispatch Office to immediately inform the Director or Assistant Director of Transportation, Secretary-Treasurer, Principal(s) and Safety Officer.
- The driver is required to report the accident to Manitoba Public Insurance and/ or police. If you are injured, you will also be required to initiate an injury claim through MPI. MPI will also state whether or not a police report must be completed. A copy of any written report is to be obtained by the driver to be forwarded with the Manitoba School Bus Accident Report to the Safety Officer.
- The driver in conjunction with their supervisor must also complete the MSBA Employee Accident/Incident Report.

SERIOUS ACCIDENTS/INCIDENTS

In the event of a serious accident, the employee's direct supervisor and the Divisions Safety Officer must be contacted immediately. The Safety Officer will report the accident to Workplace Health & Safety Division, Department of Labour, as required by law. Serious accidents / incidents can be defined as follows:

A serious accident / incident is defined as one:

- ❑ in which a worker is killed.
- ❑ in which a worker suffers
 - an injury resulting from electrical contact,
 - unconsciousness as the result of a concussion,
 - a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,
 - amputation of an arm, leg, hand, foot, finger or toe,
 - third degree burns,
 - permanent or temporary loss of sight,
 - **a cut or laceration that requires medical treatment at a hospital,**
 - asphyxiation or poisoning; or
- ❑ that involves
 - the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
 - an explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance, or
 - the failure of a supplied air respirator.

Notice of a serious injury: When reporting an incident, the following information must be provided:

- ❑ the name and address of each person involved in the incident.
- ❑ the name and address of the employer, or any other employers involved.
- ❑ the name and address of each person who witnessed the incident.
- ❑ the date, time and location of the incident.
- ❑ the apparent cause of the incident and the circumstances that gave rise to it.

Note: No equipment or materials involved in a serious incident may be moved unless it is necessary to release an injured person or to avoid creating additional hazards. The site must be secured until the Division's Safety Officer and WS&H Inspector arrive to investigate the accident.

Group	WF	WCB Green Card	WCB Forms Lost Time / Medical	S&H Committee Investigation	Notification to	Reports to
Students						
• At school	√			Required for a serious accident	Principal	Notify and send reports to the divisional Safety Officer
• Away from school	√				Principal	
Teaching Staff						
• Principal	√			√	Principal	Notify and send reports to the divisional Safety Officer
• Vice Principal	√			√	Principal	
• Teachers	√			√	Principal	
Non-Teaching Staff						
• Head Caretaker	√	√	√	√	- Custodial Supervisor	Notify and send reports to the divisional Safety Officer
• Asst. Caretaker	√	√	√	√		
• Casual Cleaner	√	√	√	√		
• Maintenance ➤ Carpenters / Painters ➤ Electricians / Plumbers / HVAC ➤ Couriers / Truck Drivers	√	√	√	√	- Maintenance Supervisor - Utilities Supervisor - Maintenance Supervisor	Notify and send reports to the divisional Safety Officer
• Educational Assistant	√	√	√	√	Principal	Notify and send reports to the divisional Safety Officer
• Management / Clerical	√	√	√	√	Supervisor	Notify and send reports to the divisional Safety Officer
• Bus Driver/Mechanical	√	√	√	√	Director Transportation	Notify and send reports to the divisional Safety Officer
• IT Staff	√	√	√	√	Director IT	Notify and send reports to the divisional Safety Officer
School Visitors						
• Parent	√			Required for a serious accident	Principal / Custodian	Notify and send reports to the divisional Safety Officer
• Permit User	√					
• Community Group	√					
Sub-Contractors				√	- Custodian - Director of Facilities	Notify and send reports to the divisional Safety Officer
Divisional Vehicle Accidents		√	√	√	- Director of Facilities - Maintenance Supervisor	Notify and send reports to the divisional Safety Officer
School Bus Accidents		√			- Director of Transportation	Notify and send reports to the divisional Safety Officer