



BULLETIN

“REPORTING PROCEDURES FOR OCCUPATIONAL HEALTH & SAFETY INCIDENTS” (FOR PERMANENT POSTING ON OHS BULLETIN BOARDS)

FORMS CAN BE LOCATED ON: www.ssrce.ca, under “Staff”, “Occupational Health and Safety”, “What do I do When...”

➤ **ALL INCIDENTS (except Violence in Workplace):**

- incidents that result in medical attention or time lost from work for an employee
- any incident did not result in the above, but had potential to do so
- *Employees* are to immediately verbally report occupational health and safety incidents to their Supervisor/Principal (or their designate).
- *Supervisors/ Principals* are to investigate the following types of incidents on an **“Incident Investigation Report”**. The report is to be reviewed at the next Joint Occupational Health & Safety Committee meeting, and the original to be kept by the *Supervisor/Principal*. **Immediately report serious incidents** to the Health & Safety Manager (ie, fatality or life endangering, bone fractures, amputation, burns, loss of sight, asphyxiation, poisoning, unconsciousness, or hospitalization).

➤ **VIOLENCE IN WORKPLACE:**

- *Employees* to report to their Supervisor/Principal with the **“Workplace Violence Investigation Report”**.
- *Supervisors/Principals* to complete the investigation and identify prevention actions. The report is to be reviewed at the next Joint Occupational Health & Safety Committee meeting, and the original kept by the *Supervisor/Principal*. A copy to be sent to the Health & Safety Manager for data recording.

➤ **NON-EMPLOYEE INCIDENTS:** *Supervisors/Principals* are to report non-employee (student/visitor) incidents, property damage, or any incidents that may have legal implications to SIP at: www.sip.ca

ALSO:

➤ **WORKER’S COMPENSATION FOR NON-TEACHING EMPLOYEES:** *Non-teaching employees and Supervisor/Principal (or their designate)* to complete a **“WCB Injury Report”** for the following types of incidents. Forms are to be sent to Human Resources within 5 business days.

- Injuries that result in medical attention or time lost from work for an employee
(Earnings Information on Page 3 to be completed by *Human Resources*)

➤ **INJURY-ON-DUTY FOR TEACHING EMPLOYEES:** *Teaching employees & their physician* are to complete an **“Injury on Duty Application Form”** for injuries as described above in Worker’s Compensation.

***For questions or more information on this or any Occupational Health and Safety concern:
Gail Sinclair, Health & Safety Manager, Phone 902-521-0241, email: gsinclair@ssrce.ca***