



## Incident Management

### Background

KTCEA believes that timely reporting of accidents and incidents is necessary to protect and safeguard the wellbeing of employees, students, volunteers and visitors. It is also important in order to appropriately manage KTCEA’s liability risk.

### Guidelines

All employees have a role to play in risk management, including implementing safe practices in the work and school environment, and taking action in accordance with these practices. An integral part of risk management is to learn from accidents or incidents that take place so that future similar incidents can be minimized or eliminated, where possible.

In the interest of establishing and maintaining a healthy and safe workplace, it is expected that employees and all others who work on school premises will approach their workplace responsibilities with a commitment to health and safety.

It is further expected that they understand and follow applicable legislation, regulations, and procedures for safe workplace practices.

#	Procedure	Roles & Responsibilities
1.	The Superintendent will monitor all incidents involving staff, contractors, students, volunteers and visitors that occur in KTCEA property and will report them to the Board.	Superintendent, Associate Superintendent Facilities & Operations, Principals, Site Managers
2.	<p>The Associate Superintendent Facilities &amp; Operations, in consultation with Principals, Site Managers and supervisors, will establish an incident reporting system to ensure the timely reporting of incidents to the Superintendent. The System will consist of digital forms that document and report</p> <p>2.1 all accidents (that required first aid treatment) in school or division buildings, on school grounds, or at off-site locations that resulted in personal injury, however slight it may appear at the time, of employees, students, volunteers or visitors;</p> <p>2.2 all incidents of assaults, threatened violence, allegations of wrongdoing;</p> <p>2.3 any occurrence of a serious nature or with the potential to cause injury, for example, “near misses,” that occur on KTCEA property or during school hours, or at off-site activities, which involve or affect employees, students, volunteers, visitors, and/or the well-being of the school;</p> <p>2.4 any accident, incident or occurrence where the individual’s reaction (including that of parents and guardians) suggests</p>	Associate Superintendent Facilities & Operations, Health and Safety Coordinator

	<p>that legal action could be possible; any damage, loss or theft of property, including building structures, contents, and KTCEA-owned vehicles; and</p> <p>2.5 environmental accidents/incidents such as chemical spills, asbestos contamination, etc.</p>	
3.	<p>Principals and Site Managers must ensure that work related incident reports are completed and submitted electronically into the Incident Reporting System within 24 hours of the incident first being reported.</p>	<p>Principals, Associate Superintendent Facilities &amp; Operations, Site Managers, Health and Safety Coordinator</p>
4.	<p>Where an accident or incident involves the injury of a student, the parents or guardians shall be notified immediately.</p>	<p>Principals, Teachers, Employees, Staff</p>
5.	<p>Workers Compensation Board (WCB) requires employers to submit “Employers Report of Injury or Occupational Disease” for eligible employees covered under WCB regulations when one or more of the following circumstances has occurred:</p> <p>5.1 an injured employee has received medical treatment;</p> <p>5.2 when the employee takes time off work beyond the day of the accident; and</p> <p>5.3 when the employee’s injury requires the assignment of modified or alternate work duties.</p>	<p>Superintendent or Designate</p>
6.	<p>Media statements concerning accidents, public damage, or concerns about public health and safety shall only be made by the Superintendent or designate.</p>	<p>Superintendent or Designate</p>
7.	<p>As KTCEA’s liability interests are protected, in part, through its insurance carrier and the provisions of its insurance policies, the Director of Finance or designate has the responsibility to:</p> <p>7.1 Report accidents and incidents to the insurance broker in compliance with the insurance policies;</p> <p>7.2 Follow up with principals, site managers (such as maintenance, transportation and IT) to ensure that appropriate action has been, or will be taken, to prevent recurrences, including cases where repairs and maintenance are required, and where risk management practices need to be strengthened;</p> <p>7.3 Maintain records to support insurance claims made by the Division, and to assist in defending against claims advanced against the Division;</p> <p>7.4 Make arrangements as may be necessary for meetings and consultations concerning the matter, particularly when the KTCEA insurance company appoints an adjuster to</p>	<p>Finance Director, Site Managers, Safety Coordinator</p>

	<p>investigate an accident/incident, and needs to interview witnesses (e.g., students and employees; and,</p> <p>7.5 Employees, students and volunteers (including School Councils) are generally covered by Division’s liability insurance policies when those individuals are acting appropriately on behalf of KTCEA.</p> <p>7.6 Individual employees shall not attempt to address liability questions or concerns directed to them about an accident/incident.</p>	
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**Definitions:**

**Incidents** are circumstances involving accidents, personal injury, psychological trauma, assaults, property loss, damage or theft.

**References:**

- Policy 3 – Respectful, Caring and Safe Schools and Workplaces
- Alberta Occupational Health and Safety Act
- Alberta Occupational Health and Safety Code
- Alberta Occupational Health and Safety Regulation

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.