



# Severe Accident Report Administrative Procedure 8.00B

Principal/Supervisor to **immediately call** Superintendent and Safety Officer

This phone call initiates the investigation response by Safety Officer.

If a **STUDENT** accident, Principal will investigate.

If an **EMPLOYEE** accident, Principal, Safety Officer and WHS Site Representative will investigate.

Principal will compile information and submit this report **within 24 hours** of accident.

Others may become involved as needed.

<b>PART ONE:</b>	
Date:	
School / Building:	
Location where accident occurred:	
Time of accident:	
Name of injured person:	
Address:	
Phone Number:	
Employee or student:	
<b>PART TWO:</b>	
Describe injury:	
How did it happen? Provide as much detail as you can.	
<i>Please attach any photographs or drawings that would help in understanding how this accident happened.</i>	
Who witnessed accident? What did they see? (Provide brief summary of witnesses' accounts)	
Was First Aid administered?	

If yes, what was done and by whom?

Was outside emergency assistance required?  
If yes, provide details.

Are you aware of any defective or unsafe condition(s) of tools, equipment, machinery and/or work area that may have contributed to the accident?

Are you aware of any damage to property, equipment or vehicles?

Do you have any suggestions to help prevent this type of accident from reoccurring?

What actions have you already taken?

**Principal/Supervisor:**

**Date:**

**PART THREE: FOLLOW – UP (for employee accidents only)**

Summary Statement:

*We believe the direct cause of accident was.../We believe the indirect cause of accident was...*

Further actions taken/Further actions needed: (by whom, when, etc.)

Other Recommendations: (longer term)

*NOTE: Principal/Supervisor is responsible for communicating to Staff further actions taken in response to accident and in preventing reoccurrence.*

**Names of persons involved in completing this report:**

Name	Role

**NOTE:** Principal to retain a copy and forward copies to Superintendent and Safety Officer.