



## Accidents: Non-Students Administrative Procedure 8.12

8.0 Safe Schools

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16, 17

**Legal Reference:** *Workplace Health and Safety Act, Public Schools Act*

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**Date Adopted:** December 2004

**Date Amended:** September 2010, May 2015, May 2016, November 2018, April 2019, September 2019

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All accidents/injuries involving non-students (staff, volunteers, visitors) on Division Property or at school sponsored events not on Division property, shall be reported immediately if there is any possibility whatsoever that any injury to that person may result in a claim against the Division, School Board, a teacher or any other Division employee.

PART ONE: Procedure for Minor Accidents and Moderate Accidents:

- *Minor Accident Examples:* scratch, bruise, scrape, minor cut, minor sprain, etc.
- *Moderate Accident Examples:* serious cut, more severe sprain, broken finger, etc.

Once an accident has happened,

- attend to the accident victim,
- determine seriousness of injuries,
- provide first aid treatment as necessary,
- make the person as comfortable as is possible,
- access the assistance of other staff nearby/accessible (this may be the WS&H site representative and/or any of the First Aid responders that are posted on the WS&H bulletin board as needed),
- call or designate someone to contact family member to advise them of the accident/injury and steps taken thus far.
- **NOTE:** If accident resulted from a hazard, inform Principal/Supervisor. Principal/Supervisor is to ensure corrective actions are taken to reduce or eliminate the hazard. Example: Ensuring grit is spread on icy surface to prevent further falls.

Then for Insurance purposes, within 24 hours,

- Principal/Supervisor or designate need to complete **8.12A: Non Student Accident Incident Report** online ([click here](#)) as soon as possible if there is any possibility of a claim being registered against the Division
- print a copy for school use and submit electronically to HUB International
- HUB International will forward to Superintendent and ESD Safety Officer

## PART TWO: Procedure for Severe Accidents

- **Severe Accidents Examples:** injury to eye (example something embedded in eye; something that may lead to loss of sight), fractures to major bones such as skull, spine, leg, arm, foot, hand; amputation/dismemberment, electrical shock, loss of consciousness/severe concussion, cut or laceration that requires medical treatment at a hospital (stitches), poisoning, death, asphyxiation, etc.

Once an accident has happened,

- attend to the injured person,
- determine seriousness of injuries,
- determine whether the injured person should be moved,
- determine method of moving injured person (carry, ambulance),
- make the person as comfortable as is possible,
- access the assistance of other staff nearby/accessible (this may be the WS&H site representative and/or any of the First Aid responders that are posted on the WS&H bulletin board as needed),
- report accident to Principal/Supervisor
- Principal/Supervisor or designate to immediately take any needed corrective actions that can be done safely,
- Principal/Supervisor or designate to secure scene of accident to prevent further injuries and preserve scene for investigation,
- Principal/Supervisor or designate to contact family member to advise them of the accident/injury and steps taken thus far.

Then for documentation and follow – up, *within 24 hours*

- Principal/Supervisor to immediately contact Superintendent and ESD Safety Officer by phone.
- Superintendent will contact Minister of Education by phone or email, as needed.
- ESD Safety Officer will contact Manitoba Workplace Health and Safety by phone or email, as needed.
- Principal/Supervisor, ESD Safety Officer and WS&H Site Representative will investigate using **8.00B: Severe Accident Report**.
- Principal/Supervisor to complete final copy of report.
- Once **all** parts of report have been completed, a copy needs to be retained at school/ workplace and copies forwarded to Superintendent and ESD Safety Officer.

Then for Insurance purposes,

- Principal/Supervisor or designate need to complete **8.12A: Non Student Accident Incident Report** online ([click here](#)) as soon as possible if there is any possibility of a claim being registered against the Division
- complete report and print a copy for school use
- submit electronically to HUB International
- HUB International will forward report to Superintendent and ESD Safety Officer
- Questions: contact HUB International at [msbastudentaccident@hubinternational.com](mailto:msbastudentaccident@hubinternational.com)

NOTE: For Non- Teaching Employees

If employee's injury may result in missed time from work or require a healthcare provider visit, employee is to:

- Report injury to Principal/Supervisor.
- Visit healthcare provider.
- Within 24 hours, complete a WCB Injury Report (available through school office)
- Contact the WCB Claims Center, PHONE: 1- 855 954 4321.
- Inform ESD Payroll and Benefits.