



Department: Human Resources
Section: Employee and Labour Relations

Specifically

- 1.0 Accidents Involving School Community Members
 - 1.1 A diagram of the process for reporting accidents/incidents for school community members is attached as Appendix A.
 - 1.2 The School Insurance Program (SIP) Incident Report Form is to be submitted not later than five (5) business days after all accidents/incidents involving school community members.
 - 1.2.1 The SIP Accident/Incident Report form is to be completed online at www.sip.ca at the location of the accident/incident by someone other than the injured person. If required, the login and password can be obtained from the Executive Assistant to the Director of Finance and Operations by telephone at 538-4605.
 - 1.2.2 A copy of the completed SIP Incident Report Form is to be printed prior to submitting the form, and kept on file at the worksite by the supervisor.
 - 1.2.3 A copy of the completed form is automatically forwarded to the Executive Assistant to the Director of Finance and Operations.
 - 1.3 A Workers' Compensation Board (WCB) Accident Report form (attached as Appendix B) is to be completed and forwarded to the Pay and Benefits Manager not later than four (4) business days after an accident/incident involving an employee(s).
 - 1.3.1 The "WCB Accident Report" form is available at www.wcb.ns.ca or is also available from the Workers' Compensation Board (WCB) at 1-800-870-3331.
 - 1.3.2 The Pay and Benefits Manager, or designate, will complete the pay section of the report and forward the form to the Workers' Compensation Board (WCB) within five (5) business days after the accident/incident. If, due to the seriousness of the injury, the employee is unable to sign the form, then an unsigned form is to be forwarded.
 - 1.4 If the employee is a teacher, then an "Accident Report Form for Teachers" must normally be completed and forwarded to the Pay and Benefits Manager within five (5) business days of the accident/ incident.
 - 1.4 The "Accident Report Form for Teachers" (attached as Appendix C) is available through the AVRSB's website at <http://www.avrsb.ca>.
 - 1.5 If the accident/incident is such that the injuries sustained by the school community member required the school community member to leave the worksite to receive medical attention, then the accident/incident is to be reported to the chair of the worksite's Joint Occupational Health & Safety Committee (JOHSC), or Health and Safety Representative for completion of the accident

investigation process. The school administrator is responsible to review and action applicable recommendations arising from the investigation. An information copy of the completed investigation is to be forwarded to the Occupational Health & Safety Officer.

- 1.5.1 The Occupational Health & Safety "Accident/Incident Investigation Report" form (attached as Appendix D) is available in Section 12 of the Occupational Health & Safety manual, or on the AVRSB's website.

2.0 Regional Office Processes

2.1 SIP Incident Report Form

- 2.1.1 If the school community member is not a student, then the Executive Assistant to the Director of Finance & Operations will advise the Pay and Benefits Manager and the Occupational Health and Safety Officer of the employee's name, worksite and date of the accident/incident.
- 2.1.2 The Pay and Benefits Manager will determine if a WCB Accident Report form or an Accident Report Form for Teachers has been received.
- 2.1.3 If a WCB Accident Report form or an Accident Report Form for Teachers has not been received, the Pay and Benefits Manager, or designate, will immediately notify the school administrator or immediate supervisor to advise that a form must be completed and submitted immediately. If the Pay and Benefits Manager does not receive the required form within five (5) working days, then the Pay and Benefits Manager will advise the Director of Human Resources in writing of the non-compliance.
- 2.1.4 The SIP Incident Report form is for internal and insurance purposes only, copies may not be provided to anyone other than those noted above.

2.2 WCB Accident Report Form

- 2.2.1 Upon receipt of a WCB Accident Report form, the Pay and Benefits Manager, or designate, will advise, via email, the Executive Assistant to the Director of Finance & Operations of the employee's name, worksite and date of the accident/incident.
- 2.2.2 The Executive Assistant to the Director of Finance & Operations will verify that an SIP Incident Report form has been completed.
- 2.2.3 If an SIP Incident Report form has not been completed, then the Executive Assistant to the Director of Finance & Operations will immediately notify the school administrator or immediate supervisor to advise that a form must be completed and submitted immediately. If the Executive Assistant to the Director of Finance & Operations does not receive an SIP Incident Report form within five (5) business days, then the Executive Assistant will notify the Director of Finance & Operations, in writing of the non-compliance.
- 2.2.4 The Pay and Benefits Manager, or designate, will review the Workers' Compensation Form to determine if the accident/incident caused injury to

the school community member that required leaving the worksite to seek medical attention. If so, then the Occupational Health & Safety Officer will be advised, via email, of the school community member's name, the worksite involved and the date of the accident/incident.

2.3 Forms for Teachers

2.3.1 "Accident Report Form for Teachers"

- 2.3.1.1 Upon receipt of an "Accident Report Form for Teachers", the Pay and Benefits Manager, or designate, will advise, via email, the Executive Assistant to the Director of Finance & Operations of the teacher's name, worksite, and date of the accident/incident.
- 2.3.1.2 If an SIP Incident Report form has not been completed, then the Executive Assistant to the Director of Finance & Operations will immediately notify the school administrator or immediate supervisor to advise that a form must be completed and submitted immediately. If the Executive Assistant to the Director of Finance & Operations does not receive an SIP Incident Report form within five (5) business days, then the Executive Assistant will notify the Director of Finance & Operations, in writing, of the non-compliance.
- 2.3.1.3 The Pay and Benefits Manager, or designate, will review the Accident Report Form for Teachers to determine if the accident/incident caused injury to the school community member that required leaving the worksite to seek medical attention. If so, then the Occupational Health & Safety Officer will be advised, via email, of the school community member's name, the worksite involved and the date of the accident/incident.

2.3.2 Application for Injury on Duty Forms

- 2.3.2.1 If a teacher subsequently seeks approval for leave for injury on duty in accordance with Article 26 of the Teachers' Provincial Agreement, then an "Application for Injury on Duty" form (Attached as Appendix E) is to be completed and forwarded to the Director of Human Resources. The Director of Human Resources will verify that an "Accident Report Form for Teachers" is on file. If an "Accident Report Form for Teachers" is on file, then the Director of Human Resources will determine whether or not the request will be approved. If an "Accident Report Form for Teachers" is not on file, then the teacher will be advised in writing that the "Application for Injury on Duty" will not be processed until an "Accident Report Form for Teachers" has been received. A "Request for Functional Information of Presenting Illness/Injury" (attached as Appendix F) may be requested prior to the approval of the "Application of Injury on Duty."

2.3.2.2 If the “Application for Injury on Duty” is approved, then the teacher’s name, date of the injury and date of approval will be recorded to ensure that any leave for injury on duty is within two calendar years of the date of the injury.

2.3.3 Injury on Duty forms will be maintained in the teacher's personal file.

Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: August 11/04
Ref: BP 305.15, Appendices A, B, C, D, E and F
Monitoring Date: Annually
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