

ACCIDENT REPORTING PROCEDURES

ACCIDENT OCCURS

Step #1

Complete and submit the on-line School Insurance Program (SIP) form* for any accident with the potential for claim involving a school community member(s).**

Step #2 - Non-Teaching Staff

1. Complete Workers' Compensation Board (WCB) form* if there is a reasonable likelihood that the employee may seek medical attention now or in the future for this injury.

Send the form to the Pay and Benefits Manager.

3. If the initial WCB form did not indicate that the employee has sought medical attention or had physiotherapy, then advise the Pay and Benefits Manager if they subsequently do so.
The Pay and Benefits Manager will forward the form to WCB.

OR

Step #2 - Teachers

Complete "Accident Report Form for Teachers" if there is a reasonable likelihood of a future claim.

Send the form to the Pay and Benefits Manager. The form acts 2. as a record in case the teacher

applies for "Injury on Duty".

An "Application for Injury on Duty" form* must be completed if a teacher subsequently seeks approval for Injury on Duty.

* Forms are available through the AVRSB website. ** School Community member

employees, board members, community

groups, parent organizations contact with students in the

Step #3

If the school community member** leaves the worksite to receive medical attention, then inform the Chair of the JOHS Committee to initiate an accident investigation using the "JOHSC Accident Incident Investigation Report". form.*

includes students, parents, volunteers,

or other others having school system.