

## **1.0. School Administration**

### **1.A. General**

#### **1.A. ACCIDENT REPORTS**

**Adopted: October 8, 2002**

**Reviewed by Committee: September 25, 2006, September 29, 2015, August 27, 2019, August 30, 2022**

**Policy Reference: Treatment of Students EL-1.1/Treatment of Staff EL-1.2**

#### **Purpose**

This procedure is intended to provide guidelines for the reporting of staff, student, visitor and volunteer injuries.

#### **Procedure**

Whenever a staff, student, visitor or volunteer incurs an injury, an accident incident report must be submitted electronically to [HUB International Limited](#) (Manitoba School Board Association insurance provider) within 24 hours. The divisional Incident, Injury or Near Miss Report must also be completed.

In cases of serious incidents the safety and health committee must initiate an accident investigation to determine the cause of the incident and implement control measures to prevent similar occurrences.

In addition to the following: accident incidents that occur on a school bus must follow the reporting requirements for School Bus Transportation.

#### **A. STUDENT ACCIDENT OR INJURY**

Student accident incidents are to be reported electronically via [HUB International Limited](#) using the Student Accident Incident Report online form. Staff may assist the student with this process.

The Principal or delegate must notify parents/guardians.

Severe cases shall be reported immediately to the Secretary-Treasurer and Superintendent.

#### **B. STAFF ACCIDENT OR INJURY**

Staff accident incidents are to be reported electronically via [HUB International Limited](#) using the Employee Accident Incident Report online form. A divisional Incident, Injury or Near Miss Report must also be completed.

The onus rests on the staff member to ensure that their accident incident is correctly submitted.

In addition to the HUB International Limited form and the divisional Incident, Injury or Near Miss Report, certain staff may be contacted by the Division Office to complete and submit a Workers Compensation Board form.

Severe cases shall be reported immediately to the Secretary-Treasurer and Superintendent.

#### C. VISITOR OR VOLUNTEER ACCIDENT OR INJURY

Visitor or volunteer accident incidents are to be reported electronically via [HUB International Limited](#) using the Non-student Accident Incident Report online form. A divisional Incident, Injury or Near Miss Report must also be completed.

The onus rests on the visitor or volunteer to ensure that their accident incident is correctly submitted.

Severe cases shall be reported immediately to the Secretary-Treasurer and Superintendent.

Reference: <https://www.hubinternational.com/programs-and-associations/manitoba-school-boards-association/>

### Regulation and Procedure 6.0 School Bus Transportation