

[Policy Home](#)[Section E Index](#)**ACCIDENT REPORTS**

The Board requires that accidents be promptly reported. In addition to informing the Principal/immediate supervisor, an accident report must be completed for every accident that occurs on school property or involves a divisional vehicle, students, staff, volunteers on school sponsored trips (including staff members on authorized school business trips), and construction workers.

Accidents are reportable when they meet the minimum standard of “minor” as defined by Western Financial Group.

Student Accident Reports and Non-Student Accident Reports are to be submitted electronically via the Western Financial website:

<http://www.westernfgis.ca/incidentreporting/index.aspx> If required, please seek assistance from your supervisor.

The purpose of reporting an accident and investigating is to:

- Identify and analyze the factors that contributed to the accident so that the appropriate corrective action can be taken to prevent recurrence.
- Record factors contributing to the accident, incident / near miss.
- Continuously improve the Division’s safety program.
- Comply with the law.
- Provide a timely report to the Division’s insurer.

The Board expects all employees to always work in a safe manner and adhere to all safety policies and procedures as a means of avoiding injury to themselves, other employees and third parties. In the event of an injury, prompt reporting in accordance with this policy is required.

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