

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 160</b>
	<b>Appendix C</b>
	<b>Occupational Incident &amp; Injury Reporting</b>
	APPROVED: March 2025
Page 1 of 6	AMENDED/REVIEWED: August 2025
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

## Background

Legislation requires all employees (including volunteers and contractors) and other persons at the worksite to report work related incidents that result in harm or have the potential to cause harm. This includes injuries, illness, and near misses. All employees must report and document all incidents.

For employees covered by the Workers' Compensation Board (WCB)<sup>1</sup>, additional reporting requirements apply if the incident results in time loss from work beyond the day of the incident or medical attention beyond first aid. General information on WCB reporting requirements and the return-to-work program is available through the Safety Coordinator or Human Resources.

## Definitions

**Incident:** is an unplanned/unwanted event that results in harm or the potential for harm (e.g., injury, illness, property damage, near misses).

**Near Miss Incident:** is an unplanned/ unwanted event with *the potential* to result in injury, illness, damage to equipment or property, or other losses. Often called a "close call."

**FOIP:** Freedom of Information and Protection of Privacy legislation.

**Incident Investigation:** is a process to determine the direct and indirect causes of an incident and identify controls to prevent future incidents. The Division supports the sharing of incident investigation findings within the Division for learning purposes, within the framework of FOIP.

**Lost Time Incident:** is a work-related incident that results in an employee losing time from work beyond the day of the incident.

**Occupational Injury Service (OIS):** is a service provided by a participating medical clinic specifically for people who are injured at work and covered by WCB. Medical professionals at the OIS clinic provide timely and appropriate care and assist employers and employees with a safe and timely return to work.

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<sup>1</sup> WCB coverage applies to all non-teaching classified staff, and some certificated staff including CTS shop teachers, teacher consultants and principals (when they are not performing teaching duties).

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**Return to Work Program:** is a process for allowing injured, ill, or disabled workers to return to their job duties as soon as they are able, as defined by their physician. The employee's original job duties may be modified through light duty or accommodations, or even a temporary position elsewhere within the Division.

**HZ:** Hour Zero. The Division's selected web-based incident reporting and safety training system.

## **Procedure:**

### **1. Obtain First Aid / Medical Treatment**

- 1.1. For minor injuries, seek first aid treatment as required using a trained first aider and supplies located at the worksite.
- 1.2. In the case of a serious injury incident requiring medical treatment, the emergency contact for the person involved shall be contacted and advised of the situation. A decision shall be made by the principal/designate or supervisor in consultation with the site first aider to call 911.
- 1.3. When the emergency contact cannot be made, the principal/designate or supervisor shall decide as to whether the person is to be transported to a medical facility.
- 1.4. If medical treatment is required (and 911 is not necessary), the injured person shall be accompanied to the medical facility by a trained first aider, a co-worker, or the emergency contact as appropriate.
- 1.5. Costs related to ambulance or other transportation associated with moving an individual from an incident scene to a treatment facility, is the responsibility of the injured employee through their benefit plans or insurance. Costs not covered by the injured individual's benefit plan may be submitted to the Division's Student Accident Insurance Policy to be reimbursed as per the policy's limits.

### **2. Report Work Related Incidents**

- 2.1. All work-related injuries, even those of a minor nature should be reported. Use discretion. Sometimes a so-called minor injury can develop into a serious, complicated condition. All work-related incidents must be reported verbally to a supervisor immediately and must also reported to the Associate Superintendent / Secretary Treasurer via a written HZ Employee Accident Report within 24 hours. Additional reporting may be required for WCB covered employees. Where an employee cannot make the report in HZ themselves, the supervisor shall report via

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## HZ Employee Accident Report.

Common incidents that must be reported include:

- Any injury requiring minor first aid or incidents that could worsen over time.
- Slips and falls.
- Any type of back injury or muscular strain/sprain
- Aggressive behaviors that result in injury or the potential for serious injury
- Harassment
- Signs of continuing discomfort or pain associated with work duties.
- Bites or scratches
- Vehicle incidents or collisions
- A near miss incident including potentially serious incidents and those involving property damage.
- Use the Division Incident Reporting Decision Tree to assist you in reporting.  
[0690 – Incident Reporting Decision Tree](#)

## 2.2. Employee Responsibilities

2.2.1. If you are injured at work or experiencing pain or discomfort from work related duties:

- 2.2.1.1. Get first aid or medical attention then tell your superior what happened.
- 2.2.1.2. If you require medical treatment and are covered by WCB, advise your supervisor if you would like to see a physician through the [Occupational Injury Services \(OIS\)](#) program.
- 2.2.1.3. If you are seen by a doctor outside the OIS program, tell the doctor you were injured at work and that the Division has a work accommodation program to facilitate a safe return to work. Ask the doctor to provide a list of work restrictions if applicable. Provide this information to your supervisor, the Safety Coordinator or Human Resources.

2.2.2. After you have received first aid or medical treatment:

- 2.2.2.1. Complete the online *HZ Employee Accident Report* as soon as possible within 24 hours of the incident. This report will automatically go to your supervisor, the Safety Coordinator and Human Resources.

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- 2.2.2.2. If you are covered by Workers' Compensation (WCB), and there is a possibility you may miss time from work, the Safety Coordinator will complete the WCB Employer's Report of Injury and forward to WCB. If necessary, you will be provided with instructions on how to complete the WCB Workers Report of Injury. WCB reporting is necessary if:
- there is a possibility that you may need further medical treatment (e.g., dental, chiropractic care, physiotherapy, acupuncture, eyeglass replacement due to damage).
  - you are off work beyond the date of your injury incident.
  - you must perform different or fewer work duties because of your work injury.
  - you have suffered a permanent injury (e.g., hearing loss).
- 2.2.2.3. Contact the Safety Coordinator or Human Resources if you need to submit a WCB claim for a chronic occupational illness, hearing loss, broken glasses in the course of work or a progressive injury.
- 2.2.2.4. Provide your supervisor, the Safety Coordinator and Human Resources with any work restrictions your doctor has provided that may be accommodated and an approximate return to work date.

### 2.3. Supervisor Responsibilities

- 2.3.1. Ensure that the injured employee receives the appropriate first aid/medical assistance. If eligible and the employee chooses to participate in the OIS program, call ahead to the nearest OIS clinic and accompany the employee to the treatment facility. If the employee is seriously injured and/or is taken to the hospital, notify the Safety Coordinator and Human Resources as soon as possible. If the incident is serious or has the potential to cause harm to other staff or building occupants. Secure the incident site and contact the Safety Coordinator for assistance.
- 2.3.2. Conduct an incident investigation following AP 160 – [Appendix D – Accident Investigation](#)
- 2.3.3. When medical attention is required, ask the employee to have their doctor provide a list of work restrictions. Note: if an employee chooses to visit an OIS Clinic this documentation will automatically be completed as part of the process.

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- 2.3.4. Ensure that the HZ Employee Incident Report is completed as soon as practicable or within twenty-four (24) hours of the incident being reported.
- 2.3.5. All incidents are reviewed by the Safety Coordinator and Human Resources. Depending on the type of incident involved, the supervisor may be advised if completion of additional documentation (e.g., WCB or incident investigation) is required.
- 2.3.6. The Division will maintain copies of completed incident reports in a confidential/secure location for a minimum of three (3) years.
- 2.3.7. Remind the employee it is his/her responsibility to complete the WCB Worker's Report of Injury as soon as possible and provide to WCB. The Safety Coordinator will assist with this process. If the employee requires modified duties or hours or is off work longer than the date of incident, contact the Safety Coordinator or Human Resources. The Safety Coordinator or Human Resources will maintain contact with the school//department, employee and WCB throughout the claims process.
- 2.3.8. The Safety Coordinator must be notified as soon as possible when there are *Reportable Serious Incident or Injuries* or *Potentially Serious Incidents* (PSI). The Safety Coordinator will immediately report these types of incidents to the Alberta Government as required by the OHS (Occupational Health and Safety) Act. Reportable Serious Incidents/Injuries include an incident that:
  - results in a death
  - results in a worker being admitted to hospital
  - involves an unplanned or uncontrolled explosion, fire or flood that causes or may cause a serious injury
  - involves the collapse or upset of a crane, derrick, or hoist
  - involves the collapse or failure of any component of a building or structure
  - very serious near miss incidents
- 2.3.9. Conduct an incident investigation to determine the cause of the incident and what can be done to prevent a similar incident from happening again. This is also done through the HZ Employee Incident Report

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### 3. Reporting Student Incidents

- 3.1. For reporting of incidents or injuries involving students, use the HZ Student Accident Report found on the Division Staff Portal and follow the emergency procedures detailed in [AP 315 – Illness/ Injury at School](#)

### 4. Bus and Vehicle Incidents

- 4.1. In the event of an incident involving school buses while students are on board, the operator shall immediately notify the Transportation Coordinator.
- 4.2. The Transportation Coordinator will work with the operator to complete the required forms and notify the appropriate persons.
- 4.3. If the incident occurred when students were on board the bus, the Transportation Coordinator will notify the school administration, and the school administration will phone the parents of students who were on the school bus.
- 4.4. If there are student injuries involved, the HZ *Student Accident Report* will be completed.
- 4.5. If there are any potential injuries or if the vehicle damage is estimated to be over \$5000 a police report must be filed.
- 4.6. The Associate Superintendent/Secretary Treasurer will be notified if any of the following occur, and a *Notice of Loss Form* will be submitted to the insurance company:
  - 4.6.1. damage to a division owned or Contractor vehicle that is expected to exceed \$5000.
  - 4.6.2. any damage was potentially caused by the Division owned vehicle to another party's vehicle or property.
  - 4.6.3. if there is a chance of injury to the driver or any passengers
- 4.7. In the event of a motor vehicle incident involving a division owned vehicle, the driver will complete the Fleet Vehicle *Collision Report Form*.
- 4.8. In the event of a motor vehicle incident that occurs during Division business using personal or Division owned vehicles and where the driver is injured, the driver shall also report the incident on the Staff Accident Report

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## **5. Property Damage Incidents**

- 5.1. Incidents involving damage to division property over one thousand dollars (\$1000.00) must be reported to the Associate Superintendent / Secretary Treasurer.