



TITLE: **ACCIDENT/INCIDENT – REPORTING & INVESTIGATION**
(Relates to EL-2: Treatment of Staff)

EFFECTIVE DATE: February 1, 2001
REVISED DATE: March 1, 2005

PRACTICE:

All injuries and accidents on campus or during campus related activities must be reported immediately. This report will form the basis of initiation of an accident investigation report. The accident investigation will provide preventative and/or corrective actions to minimize the re-occurrence of such incidents in the future.

PROCEDURE:

1. All accidents/injuries must be reported to the employee/students' supervisor/instructor and the Health, Safety and Wellness Centre immediately. A copy of the accident report will be given to the supervisor/dean.
2. It shall be the responsibility of the Health, Safety and Wellness Centre to initialize and process the employer's Workers' Compensation forms within a 72 hour period from becoming aware of the injury.
3. If accidents result in an employee missing work, the employee will be required to submit medical documentation supporting the absence and providing an expected return to work date.

ACCOUNTABILITY:	Vice President of Human Resources
RESPONSIBILITY:	Manager of Health, Safety and Wellness
Consultation for Review:	Occupational Health and Safety Committee
Policy Review Date:	February 2007
Associated Standard Practice:	Disability and Illness Management