

Employee Injuries and Accidents



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 119.2

1. Any acute illness or injury at work must be reported to the principal/supervisor as soon as possible after its occurrence.
2. Every site must have a *First Aid Records Book*. (The book is available from Human Resource Services). The *First Aid Records Book* should be kept in the office with the supplies.
3. All acute illness or injury and first aid rendered must be reported in the *First Aid Record Book*.
4. In the event of an acute illness/injury at work the principal/supervisor is responsible for:
 - a. ensuring the first aid is administered to the ill/injured;
 - b. providing the ill/injured with immediate transportation to a hospital, doctor, or to any other place that is appropriate for the treatment of the condition of the injured;
 - c. ensuring the accident site is either cleaned up and the hazard removed or is isolated and not disturbed as appropriate to the circumstances;
 - d. notifying Human Resource Services and the Health & Safety Coordinator of the accident; and
 - e. assisting with the inspection of the site and development of the accident report(s).
5. In addition to recording the injury in the *First Aid Record Book* injuries involving certificated staff members not covered by *Workers' Compensation Act* must be reported using a *District Accident Report Form AP 120(5)*. Contact the Health & Safety Coordinator, if assistance completing the form is required. A copy of the form must be sent to Employee Health Services and the Health and Safety Coordinator.
6. In addition to recording the injury in the *First Aid Record Book* injuries involving staff members covered by the *Workers' Compensation Act* must be reported to the Worker's Compensation Board. The Health & Safety Coordinator must be contacted to assist with the completion of the *WCB Worker's Report* and *WCB Employer's Report*.

The Health & Safety Coordinator is responsible for investigating the accident by:

- a. interviewing the injured staff member(s) and witnesses;
 - b. inspecting the site;
 - c. reviewing the information with the principal/supervisor, and
 - d. making recommendations of changes to improve the safety of the site.
7. Access to first aid records is restricted to:
 - a. individuals requiring access, use and disclosure of the information for the purpose of
 - i. medical treatment,
 - ii. work site inspection,
 - iii. accident and incident investigation,
 - iv. evaluation of health and safety programs and statistics, and
 - b. the Workers' Compensation Board for the purpose of work site health and safety programs and statistics.
 8. Persons with access to the first aid records must keep confidential the information contained in the records, except when using or disclosing the information for a purpose described above.



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9. On request, a worker may be given a copy of their first aid records.

10. When ambulance services are required to transport an injured staff member to a hospital, if the staff member's insurance company does not cover the cost, the district's insurance company will cover the cost for ambulance. Contact Financial Services for assistance.

Staff Covered by WCB:

- All custodial and maintenance staff
- All support staff
- All out of scope staff
- Principals and other administrators while they are engaged in administrative duties.
- Teachers who are engaged in teaching CTS or Food and Fashion.

Reference: Board Governance Policy EL# 4, EL #5 ECS District Organizational Bylaw 11.0 School Act Section 45(8),60(1.c) Occupational Health & Safety Act Worker's Compensation Act	Approved: 
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Cross-reference: AP 104, 126, 201, 315	Date(s) Revised: March 29, 2001, June 12, 2002