

## WHAT IS...?

### First Aid

Any incident at work, which requires the employee to receive first aid treatment by a trained first aider, but the injury does not require the employee to seek professional health care.

### A Violent Incident

Any act, in which a person is abused, threatened, intimidated or assaulted as a result of his/her employment and/or relationship with the Board.

### A Medical Aid

Any injury occurring at work, which requires the employee to seek health care from a health care professional.

### An Occupational Illness

Any illness, which is acquired at work by an employee, engaged in a work activity (i.e. Tuberculosis, Hepatitis, or noise induced hearing loss).

### A Critical Injury

Any injury occurring at work which causes: loss of sight, loss of a large quantity of blood, and/or amputation of a hand, arm, leg (but not a finger or toe), the fracture of a hand, arm, leg (but not a finger or toe), a burn to a major portion of the body, and/or cause unconsciousness.

### A Fatality

Any death occurring at a workplace, which is caused by a work related activity.

*The Algonquin and Lakeshore Catholic District School Board is committed to providing a workplace free of Violence and Harassment.*



### ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

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#### PREPARED BY

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# INCIDENT INVESTIGATION

PART 2 OF 2; SEE INCIDENT REPORTING

A PRACTICAL GUIDE TO CREATING  
A SAFE WORK ENVIRONMENT



*Making our Board the  
Safest Place to Learn,  
Work and Play In.*

## FORMS

### WHAT you need to be filling out and WHEN.

The following forms are located on the I-share site, as well as on the safety bulletin board and in the main office at each site. Forms are to be filled out accordingly:

**Violent Incident Form:** when an employee is involved in a violent incident.

**Employee Incident Form:** when an employee is involved in a non-critical incident.

**Critical Incident Form:** when an employee is involved in a critical injury.

**Student Incident Form:** when a student is involved in an incident or injury.

### INCIDENT REPORTING

- The appropriate form is to be completed *by the injured worker* for all incidents occurring during the course of employment;
- Preferably on the *day of injury*;
- During *work time*; and
- *Must be submitted* to the employee's immediate Supervisor, as soon as possible.



## Incident Investigation REPORT PROCEDURE

- Incident investigations are to be conducted immediately following the incident in which an injury has occurred, by the Principal or immediate Supervisor and a member of the Local Health & Safety Sub-Committee.
- The basic underlying causes, including sub-standard practices and/or conditions must be analyzed when conducting the investigation.
- A copy of the Incident Investigation Report is to be given to the Clerk, Payroll & Benefits, and Co-chairs of the Central JHSC.

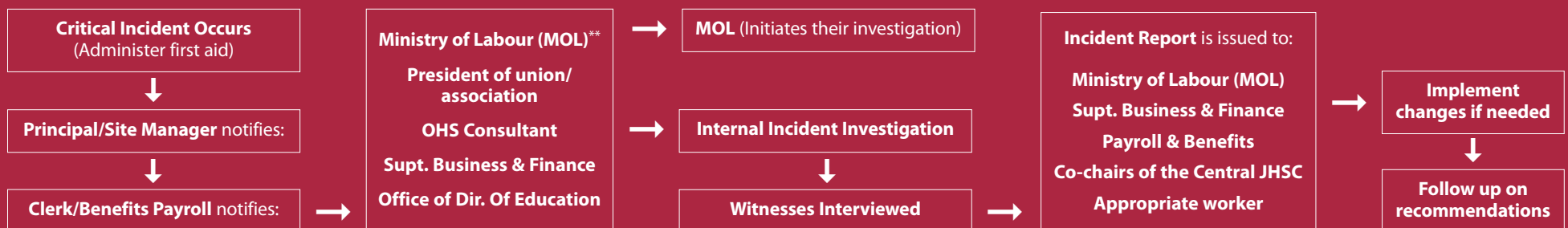
## CRITICAL INCIDENT REPORT

A designated employee and management representative of the Central JHSC and the site Supervisor must complete the Critical Incident Report, as soon as possible.

**When a Critical Injury occurs, the following must occur, as soon as possible:**

- Reporting of the Incident following the proper procedure;
- A written description describing the incident, and how the incident occurred must be produced;
- An analysis of what acts, failures to act and/or conditions that contributed most directly to the incident;
- Determine the basic or fundamental reasons for the existence of these acts and/or conditions;
- Preventative measures must be implemented to prevent recurrence; and
- Communication of the corrective actions that are to be taken to employees.

### CRITICAL INCIDENT INVESTIGATION FLOW CHART\*



\* For full details, please see complete Flow Chart in the ALCDSB Health & Safety Manual or site safety bulletin board. \*\* Mandatory Notification.