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| <b>ACCIDENT/INCIDENT-REPORTING &amp; INVESTIGATION PROCEDURE</b> |   |
| <b>Policy:</b> Health and Safety Policy                          |   |
| <b>Category:</b> Administrative                                  | <b>Approval Date:</b>                   |
| <b>Procedure Owner:</b> VP Corporate                             | <b>Effective Date:</b> February 1, 2001 |
| <b>Procedure Administrator:</b> Director, Human Resources        | <b>Review Period:</b> August 2025       |
| <b>Associated Documents:</b> Incident/Injury Report              |   |

## PURPOSE

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.