

HR: H&S03 – Accident Investigation

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POLICY:

All workplace accidents or other incidents must be investigated immediately if the incident:

- An injury or accident resulting in death.
- An injury or accident resulting in a person being admitted to a Hospital for more than two (2) days.
- An explosion, fire or flood which causes a serious injury.
- The collapse or failure of the library structure.

PURPOSE:

The Library Board is required to comply with the statutory regulations related to the reporting of occupational injuries, illnesses, and accidents. This Statement of Policy and Procedure is intended to bring consistency in complying with our responsibility to record and report certain incidents and to notify the necessary authorities within prescribed time limits.

RESPONSIBILITY:

Each employee is responsible for immediately reporting any workplace injury, accident, or illness to his or her immediate supervisor.

The Library Director is responsible for ensuring as the first priority, that employees receive proper medical treatment when injured, and secondarily, for investigating an accident or workplace injury for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident or injury.

The Library Director is responsible for ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities. ♦

