



Nancy Reuben Primary School

# ACCIDENT REPORTING POLICY (FOR STAFF AND PUPILS)

## **Policy Purpose**

Nancy Reuben Primary School is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply.

However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly and preventative measures can be reviewed and reinforced.

## **Scope**

This accident report policy affects all employees and independent contractors.

## **Policy Procedure – Employees and Contractors**

On-the-job accidents that must be reported include any incidents that may cause minor or severe injuries or incidents that are results of negligence or inadequate safety precautions.

The victims may be employees who were injured while performing their duties or other people that were on company premises or vehicles.

Accidents must be reported as soon as possible to expedite investigation and increase likelihood of important findings. The sooner the cause or details of the accident are identified, the sooner the company can establish preventative measures for the future.

Accidents must be reported to the School Secretary –as the school’s designated first aider. The School Business Manager – must also be notified in case necessary to investigate a site related cause of accident. An accident report form is completed and a copy is kept for our files and a copy is given to the staff member or contractor.

## **Policy Procedure – Pupils**

When an accident involves a pupil, only staff trained in paediatric first aid can deal with a pupil who has been involved in an accident and requires medical assistance. Details of staff that are trained are on display in the staff rooms. Any accidents must be reported to the office and an accident report form filled in. A copy is kept for our files and a copy is sent home to the parent.

## **What should be reported under the Accident Reporting Policy?**

NRPS encourages employees to report all accidents no matter how minor. Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the company (e.g. the breaking of a drinking glass) do not have to be reported (although employees could report them if they want). On the other hand, accidents that involve (or could have involved) more

severe injuries and require investigation and action from the company must be dutifully reported.

Employees are obliged to report any of the following:

- Fatalities
- Damage to the head, skull and face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.) Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Damage to the skin (e.g. extensive burns, bruises or cuts)
- Blows or injuries to the spine, back and ribs
- Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.
- Poisoning
- Contamination from hazardous substances or transmission of diseases
- Any other injury that requires hospitalization or medical care

Especially when a person needs medical coverage, the accident must be reported immediately.

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated.

These include but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames

If the employee anticipates an accident due to perceived negligence or inadequate safety, they must notify their supervisors or the School Business Manager as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted. The accident and any sustained injuries must be recorded to an accident database or file. The officials responsible must initiate an investigation or request an investigation from authorities if appropriate. The employee who reported the accident has to cooperate if called in for questioning to provide details needed.

As a general rule, the employee must provide information in the incident report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident

- The people involved or injured
- Their position or involvement in the accident
- Their actions immediately after the accident
- Disciplinary Consequences

NRPS places great importance in this policy. All employees are obliged to comply. Any employee that is discovered to have been aware of a serious accident and failed to report it will face appropriate disciplinary consequences. When employees are the cause of an accident they must report it immediately to minimise legal repercussions.

### **Monitoring and Evaluation**

This policy will be planned to be reviewed every two years, if any issues relating to the policy should arise, the policy will be reviewed immediately.

**DATE CREATED: SEPTEMBER 2017**

**PLANNED DATE OF NEXT REVIEW: SEPTEMBER 2019**