**Section 1.4: Reporting Accidents, Incidents, Near Misses or Property Damage**

1. **Reference: (Specific Division Policy) – Injury Reporting System**
2. **Definitions:**
3. **Accidents**

An unwanted, unplanned event that results in a loss (production, property or human).

1. **Incidents**

An unwanted, unplanned event that results in or could have resulted in a loss (production, property or human).

1. **Near Miss**

An unwanted, unplanned event that didn’t, but could have resulted in a loss (production, property or human).

1. **Reporting Accidents/Incidents/Near Misses or Property Damage**

**General reporting**

* 1. Complete Incident Report Form and submit to the supervisor or designate.
	2. Participate in follow up investigation of incident, near miss, accident or property damage.

**Off school property or while driving**

1. Obtain as much information as possible.
2. Obtain the name and plate number of any other person involved in the accident.
3. Report to your supervisor or designate immediately.
4. Complete Incident Report Form and submit to the supervisor or designate.
5. Participate in follow up investigation of incident, near miss, accident or property damage.
6. **Traffic/Criminal Code Violations**

Under *The Traffic Safety Act*, operations staff must report the following situations to the Manager of Facilities & Transportation or designate:

1. Any ticket violations received while driving any type of school division vehicle.
2. Any Division employee charged with a criminal offense, whether indictable or summary, federal or provincial, shall, **within two (2) working days**, inform the Director of Education of the charges. The initial contact may be verbal, but the employee is expected to provide the Director written confirmation within this timeframe. **Reference (Specific Division Policy)**
3. Drug or alcohol incidents.
4. **Fines**

The following applies to situations where a traffic violation summons, or ticket has been issued to an operations staff while operating a school division vehicle:

* 1. Operations staff who are cited for any type of violation must pay fines with their own funds.

