

1.0. School Administration

1.A. General

1.A. INCIDENT REPORTS

Adopted: October 8, 2002

Reviewed by Committee: September 25, 2006, September 29, 2015, August 27, 2019, August 30, 2022, January 8, 2024.

Policy Reference: Treatment of Students EL-1.1/Treatment of Staff EL-1.2

Purpose

This procedure is intended to provide guidelines for the reporting of staff, student, visitor and volunteer injuries, incidents, and near misses.

Procedure

Whenever a student, visitor or volunteer incurs an injury, an incident report must be submitted electronically to [HUB International Limited](#) (Manitoba School Board Association insurance provider) within 24 hours.

Whenever a staff member incurs an injury or has a near miss, the online divisional incident form located on the Lakeshore School Division Website must be filled out.

In cases of serious incidents the safety and health committee must initiate an accident investigation to determine the cause of the incident and implement control measures to prevent similar occurrences.

In addition to the following: accident incidents that occur on a school bus must follow the reporting requirements for School Bus Transportation.

A. REPORTING STUDENT INCIDENT

Student accident incidents are to be reported electronically via [HUB International Limited](#) using the Student Accident Incident Report online form. Staff may complete the form on behalf of the student and the form must be completed within 24 hours of the incident.

Staff must notify the principal of the incident as soon as reasonably possible.

The principal or school designate must notify parents/guardians.

Serious incidents must be reported immediately to Senior Administration.

The Principal or school designate must notify Student Services if an incident is violent or relevant to an SSP.

B. REPORTING STAFF INCIDENT

Whenever a staff member incurs an injury, has an incident or a near miss, the online divisional incident form located on the Lakeshore School Division Website must be filled out within 24 hours. Assistance is available if needed from supervisors, school office staff, or a WSH committee member.

The onus rests on the staff member to ensure that their incident is correctly submitted.

Support Staff (all CUPE members), Division Office Staff, and Industrial Arts/Vocational Instructors should consult with the secretary treasurer to determine if a WCB incident report needs to be completed. If completing a WCB report provide a copy to the secretary treasurer.

Serious incidents must be reported immediately to Senior Administration.

C. VISITOR OR VOLUNTEER INCIDENT

Visitor or volunteer accident incidents are to be reported electronically via [HUB International Limited](#) using the Non-student Accident Incident Report online form.

The onus rests on the visitor or volunteer to ensure that their accident incident is correctly submitted but staff may complete the form on their behalf if needed.

Serious incidents must be reported immediately to Senior Administration.

Incident Reporting Flowchart

Does the incident involve a student, a visitor/volunteer or an employee?

Student

Advise principal of the incident/near miss. Staff will gather information and fill out the HUB online reporting form which must be completed within 24 hours.

The principal or school designate must notify parents/guardians.

Serious incidents must be reported immediately to Senior Administration.

Principal or school designate must notify Student Services if an incident is violent or relevant to an SSP.

Visitor/volunteer

Staff may assist with filling out the HUB online reporting form which must be completed within 24 hours.

Serious incidents must be reported immediately to Senior Administration.

Employee

Does the worker fall into the following categories? Support Staff (all CUPE members), Division Office Staff, Industrial Arts/Vocational Instructor

Yes

Employee advises their immediate supervisor and fills out the Incident/Near Miss form found through the link on division website within 24 hours.

Serious incidents must be reported immediately to Senior Administration.

Consult with the secretary treasurer to determine if a WCB incident report needs to be completed. If completing a WCB report provide a copy to the secretary treasurer.

Supervisor and Worker Safety Rep add corrective action to the accident/incident Excel spreadsheet, ensuring to add details as the situation evolves.

Supervisor reviews corrective action with employee and emails them a copy of the action taken.

No

Employee advises their immediate supervisor and fills out the Incident/Near Miss form found through the link on division website within 24 hours.

Serious incidents must be reported immediately to Senior Administration.

Supervisor and Worker Safety Rep add corrective action to the accident/incident Excel spreadsheet, ensuring to add details as the situation evolves.

Supervisor reviews corrective action with employee and emails them a copy of the action taken.

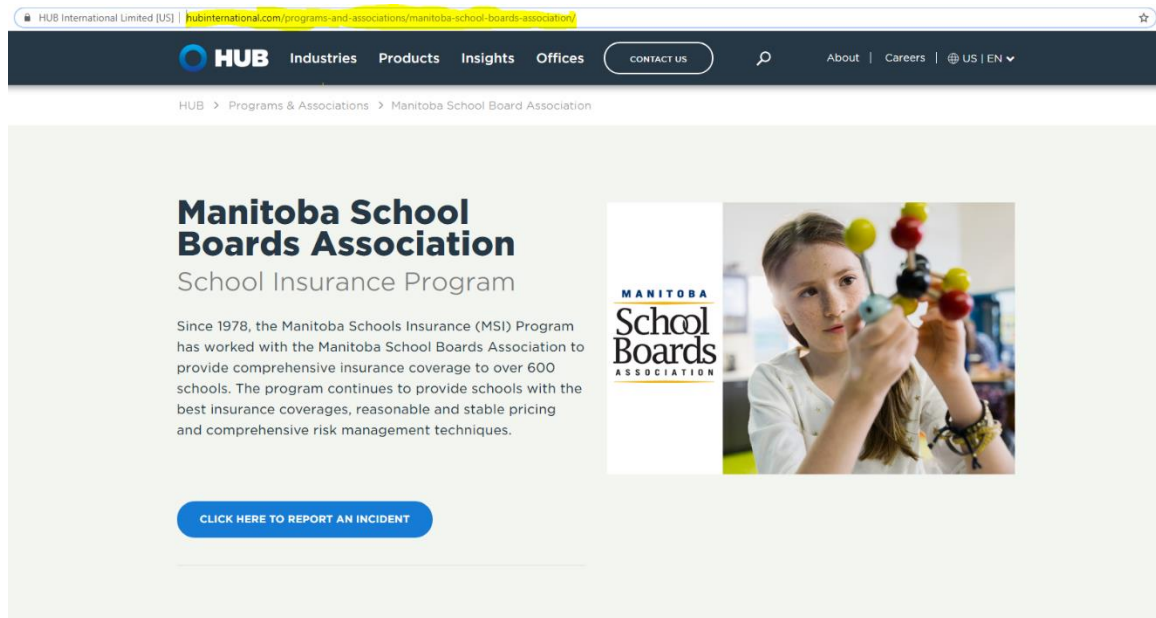
If you would like assistance completing an incident report, please reach out to your supervisor, a WSH committee member or a member of the office staff at your school.

HOW TO Fill out the HUB accident form

Step One:

Open up your internet browser and enter in:

<https://www.hubinternational.com/programs-and-associations/manitoba-school-boards-association/>



MSBA Service Team

Step Two:

Click on “CLICK HERE TO REPORT AN INCIDENT”

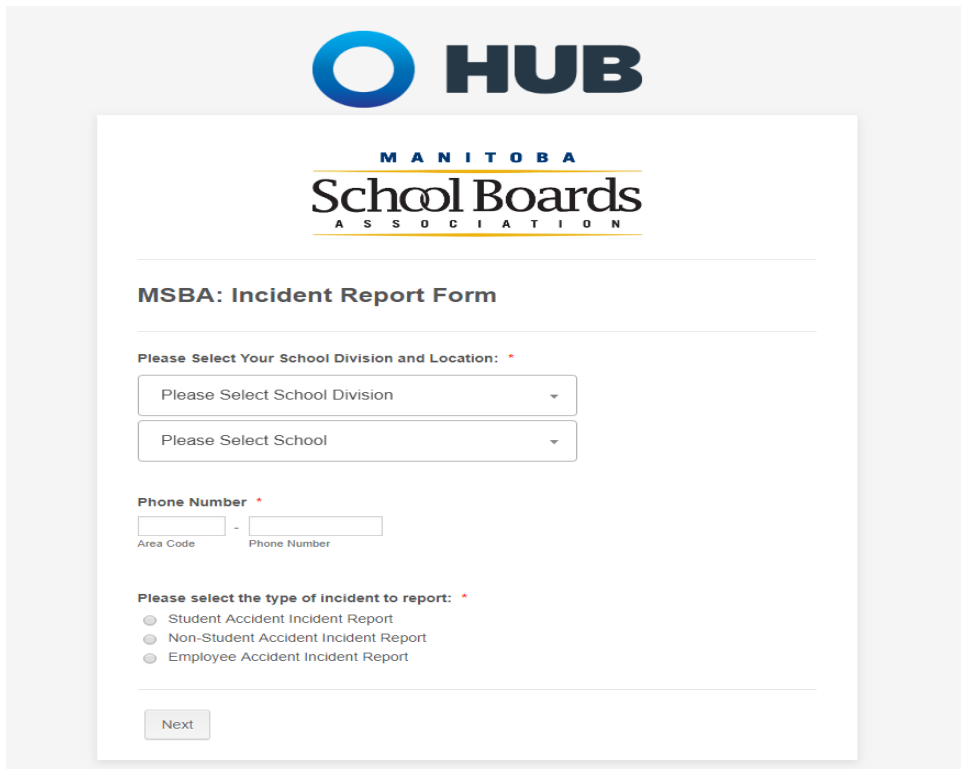
Step Three:

From the drop-down menus select:

- a) Click on “Please Select School Division” and scroll down to “Lakeshore School Division”
- b) Click on “Please Select School” and scroll down and select your primary school or the place where the injury occurred.
- c) Under “Phone Number” please enter the school’s phone number.

- d) Click on the circle to the left of the description that best fits the injured person. “Student Accident Incident Report”, “Non-Student Accident Incident Report” or “Employee Accident Incident Report”.

Step Four: Click on “Next”

The image shows a screenshot of a web form titled "MSBA: Incident Report Form". At the top, there is a logo for "HUB" with a blue circle icon, and below it, the "MANITOBA School Boards ASSOCIATION" logo. The form contains several sections: "Please Select Your School Division and Location:" with two dropdown menus labeled "Please Select School Division" and "Please Select School"; "Phone Number:" with two input fields for "Area Code" and "Phone Number"; and "Please select the type of incident to report:" with three radio button options: "Student Accident Incident Report", "Non-Student Accident Incident Report", and "Employee Accident Incident Report". At the bottom of the form is a "Next" button.

Step Five:

- Follow the prompts to fill in the fields on the following page.
- Every field that has red asterisk after it must be completed, or the document will not be able to be submitted.
- If you do not have further information to enter for the boxes that request “Additional Information” or ask for the “Name of a Witness” you must enter “None” or “N/A” before you can move on to the next step.

Reference: <https://www.hubinternational.com/programs-and-associations/manitoba-school-boards-association/>