

**Regulation No.:** 4310-43  
**Date Approved:** November 16, 2015  
**Date Amended:**

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## **4310-43 Property and Vehicle Damage**

1. Accident or Incident Reporting—All Employees
  - 1.1 As soon as possible after the event, report verbally to the appropriate supervisor any accident or incident that involves theft, property damage, vehicle damage, a chemical spill, or a release of a hazardous substance. Vehicle damage includes district-owned or leased vehicles or personal vehicles used on approved district business.
  - 1.2 If it is an incident involving a chemical spill or a release of a hazardous substance, the site supervisor will implement *Regulation 4110-15 Emergency Preparedness – Hazardous Material Spill*.
  - 1.3 Follow up within 24 hours with the completion of the Report Section of *Form 4310-XX – Incident Report and Investigation*.
  - 1.4 All accidents or incidents involving theft, property damage, a chemical spill, or a release of a hazardous substance with a value greater than \$10,000 will require the online Incident Report form from the Schools Protection Plan Risk Management Program to be filled out and submitted by the site supervisor and/or their secretary.
  - 1.5 All accidents or incidents involving vehicle damage greater than \$1,000 will require reporting to the RCMP.
  - 1.6 The site supervisor will ensure that the Director of Operations is informed as quickly as possible. The Director of Operations will determine if a claim for repair costs through ICBC or the School Protection Program is appropriate.
  - 1.7 The site supervisor, in consultation with the Superintendent or the Secretary-Treasurer, will report the incident to the RCMP if it is deemed appropriate in the circumstances.
2. Accident or Incident Investigation
  - 2.1 After receiving notification of any accident or incident that involves theft, property damage, vehicle damage, a chemical spill, or a release of a hazardous substance, an investigative team comprised of the site supervisor, the employee and a worker representative should, with 24 hours of the notification, conduct an investigation of the incident using Investigation Section of *Form 4310-XX – Incident Report and Investigation*.

- 2.2 The incident will be reviewed collectively, in a constructive way, recommending corrective actions and/or procedures to help prevent the recurrence of similar incidents.
- 2.3 The incident investigation report shall determine:
- (a) the place, date, and time of the incident;
  - (b) the names and job titles of persons injured (see also *Regulation 4310-41 Worksafe BC Injury Reporting and Investigation* and *Regulation 4310-42 Student and Public Injury Reporting and Investigation*);
  - (c) the names of any witnesses;
  - (d) a brief description of the incident;
  - (e) a statement of the sequence of events which preceded the incident;
  - (f) identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
  - (g) recommended corrective actions to prevent the recurrence of similar incidents, and
  - (h) the name(s) of the person(s) who investigated the incident.
- 2.4 Any supervisor who requires assistance or advice in conducting an accident/incident investigation should contact the Director of Human Resources.

### 3. Debriefing of Incident

- 3.1 The supervisor will review *Form 4310-XX – Incident Report and Investigation* at a staff meeting or with the site based health and safety committee, as appropriate.
- 3.2 For serious incidents that could have general application to other schools, the supervisor will submit the *Form 4310-XX – Incident Report and Investigation* to the Superintendent.
- 3.3 The Superintendent will review the *Form 4310-XX – Incident Report and Investigation* and share the findings at the monthly Administration meeting, or ask the Secretary-Treasurer to share the report with the District Occupational Health & Safety Committee.
- 3.4 The supervisor will follow up with the injured individual, witnesses and the first aid representative to ensure their well-being.

### 4. Serious Incidents

- 4.1 The supervisor must report to the Superintendent of Schools or Secretary-Treasurer as soon as possible when the incident:
- (a) causes property damage of \$10,000 or more or vehicle damage of \$1,000 or more;

- (b) is a vehicle accident involving students; or
- (c) involves a chemical spill or a release of a hazardous material (see *Regulation 4110-15 Emergency Preparedness – Hazardous Material Spill*).

**REFERENCE:**

**Policy 4310 – Occupational Health & Safety Policy**

**Regulation 4310-40 – Incident Reporting and Investigation Decision Tree**

**Regulation 4310-41 – WorkSafe BC Reporting and Investigation**

**Regulation 4310-44 – Near Misses**

**Regulation 4330-10 – Protection of Employees from Violence in the Workplace**

**Regulation 4340-42 – Injuries to Students and Members of the Public**