

# Property and Vehicle Damage Regulation

## 4310-43 | Property and Vehicle Damage Regulation

Date Approved: November 16 2015

Date Amended:

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### Accident or Incident Reporting—All Employees

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.
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*.
3. Follow up within 24 hours with the completion of the Report Section of *Form 4310-40 – Incident Report and Investigation*.
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.
5. All accidents or incidents involving vehicle damage greater than \$1,000 will require reporting to the RCMP.
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.
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.

### Accident or Incident Investigation

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 4310-40 – Incident Report and Investigation*.
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.
3. The incident investigation report shall determine:
  - the place, date, and time of the incident;
  - the names and job titles of persons injured (see also *Regulation 4310-41 Worksafe BC Injury Reporting and Investigation* and *Regulation 4340-42 Student and Public Injury Reporting and Investigation*);
  - the names of any witnesses;
  - a brief description of the incident;

- a statement of the sequence of events which preceded the incident;
- identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident;
- recommended corrective actions to prevent the recurrence of similar incidents, and
- the name(s) of the person(s) who investigated the incident.

4. Any supervisor who requires assistance or advice in conducting an accident/incident investigation should contact the Director of Human Resources.

#### Debriefing of Incident

1. The supervisor will review *Form 4310-40 – Incident Report and Investigation* at a staff meeting or with the site based health and safety committee, as appropriate.
1. For serious incidents that could have general application to other schools, the supervisor will submit the *Form 4310-40 – Incident Report and Investigation* to the Superintendent.
1. The Superintendent will review the *Form 4310-40 – 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.
1. The supervisor will follow up with the injured individual, witnesses and the first aid representative to ensure their well- being.

#### Serious Incidents

1. The supervisor must report to the Superintendent of Schools or Secretary-Treasurer as soon as possible when the incident:
2. causes property damage of \$10,000 or more or vehicle damage of \$1,000 or more;
3. is a vehicle accident involving students; or
4. involves a chemical spill or a release of a hazardous material (see *Regulation 4110-15 Emergency Preparedness – Hazardous Material Spill*).