

SAFETY PROGRAM/RISK MANAGEMENT  
ACCIDENT PREVENTION AND REPORTS

CKB  
(REGULATION)

EMERGENCY  
INFORMATION FORM  
FOR EMPLOYEES

Principals will require all employees to complete an emergency information form (Exhibit A). The employee will be responsible for updating the information on the form.

INCIDENT  
INVESTIGATION -  
EMPLOYEES

If an employee is injured in an incident at school, a first report of injury will be completed and forwarded to the Superintendent or designee who will determine what action has been or should be taken to prevent a similar incident. [See Exhibit B]

INCIDENT / ACCIDENT  
REPORT FOR  
STUDENTS

Incidents or accidents on the school grounds or in a school building will be reported immediately to the principal. The teacher will complete the student incident/accident report (Exhibit D). The principal will investigate the circumstances surrounding each incident/accident to determine what action has been or should be taken to prevent a similar incident or accident. [See Exhibit E]