



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

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**POLICY TITLE: INCIDENT REPORTING**

**Approved: March 24, 2021**  
**Reviewed: April 21, 2026**

**POLICY NO: 6018**

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### **POLICY**

As part of its mission, the Huron-Superior Catholic District School Board (the “Board”) affirms the sacredness of life and the dignity of each person. The Board’s respect for all humans as children of God is evident in its commitment to protect the health and well-being of all of its employees.

As outlined in the Occupational Health and Safety Act (OHSA), every reasonable precaution will be taken by the board to protect the health and safety of all employees. The purpose of this policy and procedure is to establish a consistent means of recording workplace accident/incident information, which will be used to prevent a recurrence of the same or similar incidents. It is also intended to ensure that all accidents/incidents are thoroughly investigated, and all required information is reported to the Workplace Safety and Insurance Board and Ministry of Labour, if applicable.

Sustaining a culture of respect, reverence, and prevention will be achieved through the establishment, integration and maintenance of prevention, accident, illness and disability management standards, programs, procedures and best practices. To ensure the integrity of this managed system of care, the Board’s performance shall be routinely reviewed for continuous improvements.

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**ADOPTED** Regular Meeting of the Board – March 24, 2021  
Motion B-549

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