



## **ACCIDENTS AT WORK POLICY**

School Vision: Developing the Character of God - Academic Excellence

### **Rationale**

All employees are required to report work-related accidents.

### **Purpose**

To inform the school management that an accident has occurred at the workplace.

- To have this verified / or confirmed by the Principal.
- To ensure the necessary steps are taken with the ACC office

### **Guidelines**

All accidents shall be reported.

- Teaching staff accidents will be recorded in the appropriate accident record.
- Cleaning and caretaking staff will report such accidents initially to the Principal and then write an account of the incident and what action was taken.
- All accidents will be documented and notified – even if there is no apparent injury.

### **Conclusion:**

The above procedures will be recorded for all work related accidents or injuries.

It will also allow the management of the school to take appropriate steps to avoid a recurrence of such events if at all possible.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent \_\_\_\_\_

BOT REVIEWED: October 2017  
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Approved and Ratified at BOT Meeting dated 25th October 2017