Incident Reporting Policy

Adopted date: Oct 26, 2022	Amended date:	Next Review: 2025

OBJECTIVE

The Van Anda Improvement District (VAID) takes all necessary steps to manage and respond to incidents that put the District at risk. All serious or unusual incidents involving VAID employees, trustees, volunteers and/or landowners who are on VAID property or involved in VAID programs and services are reported in a timely manner.

DEFINITIONS

"Accident" A sudden and unforeseen event attributable to any factor which caused an injury to an employee or volunteer while carrying out a VAID sanctioned activity or material damage to VAID property

"District" Van Anda Improvement District

"Incident" Event or situation attributable to any factor which could cause an injury or illness to an employee, volunteer or community member or material damage to VAID property. Any event or situation that requires external response such as police, mutual aid support, etc.

"Injury" An injury arising out of or in the course of an accident or a disease suffered by an employee, volunteer, or community member as a result of an action of VAID or during the course of a VAID activity.

SCOPE

All VAID personnel, employees, trustees, and volunteers.

POLICY

Incidents and accidents are reported in a timely manner to the Administrator in writing using the VAID Incident Report Form.

REPORTING RESPONSIBILITY

Any employee may initiate an incident report that is provided to the immediate supervisor, who in turn reports it to the administrator. The administrator reports incidents to the Board.

POLICY

RECORDS MANAGEMENT

Incident reports are kept separate from other records (e.g. personnel) and are protected according to the FIPPA legislation.

RELATED DOCUMENTS

- Freedom Of Information and Protection of Privacy Act (FIPPA)
- Confidential Information Policy
- WorkSafe BC

FORMS

- Incident Report and Investigation Report
- Policy Agreement Form