

Atikokan Literacy Incorporated ADULT LEARNING CENTRE Health and Safety Policy/Procedure
Employee & Volunteer Incident Reporting
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE: June 4, 2015 (R)
DISTRIBUTION: Staff & Volunteers

Policy:

The Atikokan Literacy Incorporated Board of Directors shall be responsible for the Employee & Volunteer Incident Reporting Policy.

Procedures:

1. In the event of any unusual incident or occurrence such as an injury, act of aggression, fire or police involvement occurring within Atikokan literacy Incorporated where an individual's health and safety is involved, an Incident Report shall be completed and submitted to the Executive Director within 24 hours.
2. An Incident Report must be completed as required under the Occupational Health & Safety Act of Ontario.