

POLICY
Incident reporting and investigation policy
Date
January 2024



Incident Reporting and Investigation Policy

Purpose

Nanaimo Diamonds Artistic Swimming Club (NDASC) supports a culture of safe reporting of all incidents.

Incident reporting provides information to:

1. Identify potential deficiencies in, or deviations from Safe Sports BC, BC Artistic Swimming Association, Canadian Artistic Swimming (CAS), BC Societies Act and NDASC club policies and procedures.
2. Identify trends or patterns.
3. Identify corrective measures to prevent recurrence, or mitigate a near miss.
4. Identify opportunities for improvement.
5. Meet the requirements of Safe Sport BC, BCAS and BC Societies Act
6. Meet the standards for athlete safety as defined by Safe Sport BC and BCAS and CAS.
7. Meet the requirements for workplace safety as defined by WorkSafe BC.

Policy

Nanaimo Diamonds employees (coaches) and members are responsible for reporting all actual or potential incidents using the incident reporting form and process outlined in this policy. Incidents will have appropriate follow-up safety measures implemented and will undergo an internal investigation into the incident. Nanaimo Diamonds are legally required for some incidents to comply with reporting to external agencies, including but not limited to BCAS, Safe Sports BC, RCMP, Ministry of Children and Families, City of Nanaimo, and the Ministry of Health.

For employee (coach) injury only follow policy for reporting incident/ injury.

Examples of reportable incident, may include but not limited to:

- Athlete injury or misconduct
- NDASC member misconduct
- Suspected substance use

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- Suspected abuse of a minor
- Bullying and harassment
- Physical/verbal altercations/ threats between athletes
- Environmental health and safety concern
- Equipment malfunction
- Damage to property
- Other concerns identified by the employee/athlete/ parent/ other

Notify the President and the head coach immediately if the incident involves an athlete or coach injury, potential legal liability, adverse publicity, or significant property loss.

Procedure

1. Immediate Response

Employees (coaches) who witnesses or is involved in an incident shall:

- Provide emergency care as required including, but not limited to obtaining emergency medical care, medical first aid and/or calling emergency services.
- Notify Head coach immediately following the incident via phone, text or email once it is safe to do so, and complete the Incident Reporting Form.
- Notify the President immediately if the incident via phone, text or email once it is safe to do so, and complete the Incident Reporting Form.
- If the incident involves equipment, secure the equipment to ensure that it does not cause further harm. This may require engaging the City of Nanaimo where appropriate.
- Complete the incident reporting form (appendix 1) with as much detail as possible about the event and forward to nanaimodiamonds@outlook.com
- Participate in investigation/follow up as required.

2. Follow up

Head Coach shall:

- Follow up with the employee (Coaches) and review the incident form for completion
- Ensure any dangers are addressed immediately if safe to do so
- Notify the President immediately via phone, text or email once it is safe to do so, and complete the Incident Reporting Form.
- If the incident involves an equipment malfunction, remove the equipment from use tag it "OUT OF ORDER" and place in a secure location. This may also require the City of Nanaimo to be notified.

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3. Review

President/ designate in collaboration with head coach/ board shall:

- Review each incident and complete the incident summary form in collaboration with head coach/ board
- Ensure all appropriate parties/ authorities were notified based on the nature of the incidents and documented appropriately
- Call emergency Board meeting if required
- Provide direction to the employees (Coaches)/ involved party regarding, but not limited to:
 - Management of publicity
 - Disclosure to family/families
 - Disclosure to BCAS, CAS and/or report to other relevant agencies
 - Need for legal counsel
 - Relocation of services if incident involves property damage or unsafe conditions
- Discuss and plan any actionable items as a result of the investigation to prevent future recurrence
- Review Incident Forms and trends action plans and checklist at the next Board meeting.
- Share learnings with other parties ensuring confidentiality is maintained to facilitate learnings from incident analysis
- Maintain incident log for shared drive – accessible by the Board
- Prepare annual report of incident summary for AGM
- Communicate with groups/organizations as identified including, but not limited to
 - City of Nanaimo
 - BC Artistic Swimming
 - Canada Artistic Swimming
 - Safe Sport BC
 - RCMP or emergency services
 - Ministry of Health
 - Ministry of Children and Families
 - Others agencies as required/appropriate

Related Policies/Other Authorities & References

- a. BC Societies act
- b. Safe Sport BC policy (need name and more details)
- c. WorkSafe BC policies
- d. Any applicable NDASC Policies

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Appendices

- Appendix 1 - Internal Incident Reporting form
- Appendix 2 - Incident Investigation Summary
- Appendix 3 - WCB 6A (Employee reporting form)
- Appendix 4 - WCB Form 7 (Employer Reporting form)
- Appendix 5 – WCB EIIR (workplace investigation)
- Appendix 6 – NDASC reporting process
- Appendix 7 - Support-Services-Sport-Safety-Helpline

POLICY
EMPLOYEE Workplace Injury reporting & Investigation
DATE
Updated January 2024



Employee Workplace Injury Reporting and Investigation Policy

Purpose

Nanaimo Diamonds are committed to providing a safe and healthy environment for their employees (Coaches). It is critical to create and maintain a safe environment so there is an establishment of preventative measures with reporting and management mechanisms in place. This policy outlines the expectations for reporting workplace accidents/ employee injury-related incidents and the investigation process. It is intended to encourage and enable the individuals to whom this Policy applies to raise incidents/ injuries so that they can be properly assessed and managed appropriately

To ensure the safety of our employees (coaches) all workplace incidents/ injuries are to be reported to the head coach and president/ designate.

All workplace incidents or accidents will be investigated in accordance with sections 68-72 of the Workers Compensation Act and part 2 of the Occupational Health and Safety Regulations.

Investigations will be conducted by the present/ designate in collaboration with NDASC coaches, families and board members as relevant to the incident being investigated

Procedures for employee injury

Employees shall:

- Seek first aid attention and immediately advise head coach and president of incident/accident via text, phone and/or email.
- Complete (or have another coach complete) the incident report
- Complete WCB Form 6A prior to leaving workplace and submit to head coach and president via email
- See a physician if injury/illness will result in time-loss and the need for further treatment within 24 hours, unless incident/accident occurs evening or weekend extended to 48hrs
- Request physician to provide Recover at Work/Gradual Return to Work
- Submit medical documentation from physician to president immediately following appointment for any required workplace job modifications
- Letter required from physician after significant injury/ time off to say you are fit to return to regular duties

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President/ designate shall:

- Submit WCB Form 7 to WCB when further medical treatment and time-loss are required
- Provide and discuss with employee the Recover at Work/Gradual Return to Work Process if required
- Complete WorkSafe BC EIIR preliminary investigation within 48 hours of injury.
- Complete full WorkSafe BC EIIR investigation within 30 days including recommended corrective actions
- Submit completed WorkSafe BC documentation and retain copy for staff file.
- Ensure appropriate corrective actions are identified
- Follow up to ensure corrective actions are effective and have successfully been Implemented as per the expected completion date

Related Policies/Other Authorities & References

- WorkSafe BC reference documents

Appendices

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Internal Incident Form	
Date & Time	
Location of incident	
Incident Involved	<ul style="list-style-type: none"> • Coach/Coaches • Athlete • NDASC parent/guardian • Pool staff • Member of Public • Other (please specify)
Type of Incident	<ul style="list-style-type: none"> • Violent /aggressive behaviour (includes bullying/harassment) • Theft • Assault • Building/ equipment damage • Athlete misconduct • Coach misconduct • Alleged substance use • Other (please specify)
Injury (physical or psychological) or damage to property	<ul style="list-style-type: none"> • No • Yes <p>Nature of injury/damage:</p>
Concise description of events in chronological order – facts only. Do not give opinions or judgement. A separate document may be added if needed. Please note this.	
Head Coach Notified Please call first or send a text marked URGENT, then email this form.	<ul style="list-style-type: none"> • Yes • No <p>Date/ time notified and method of communication:</p>
President notified	<ul style="list-style-type: none"> • Yes • No

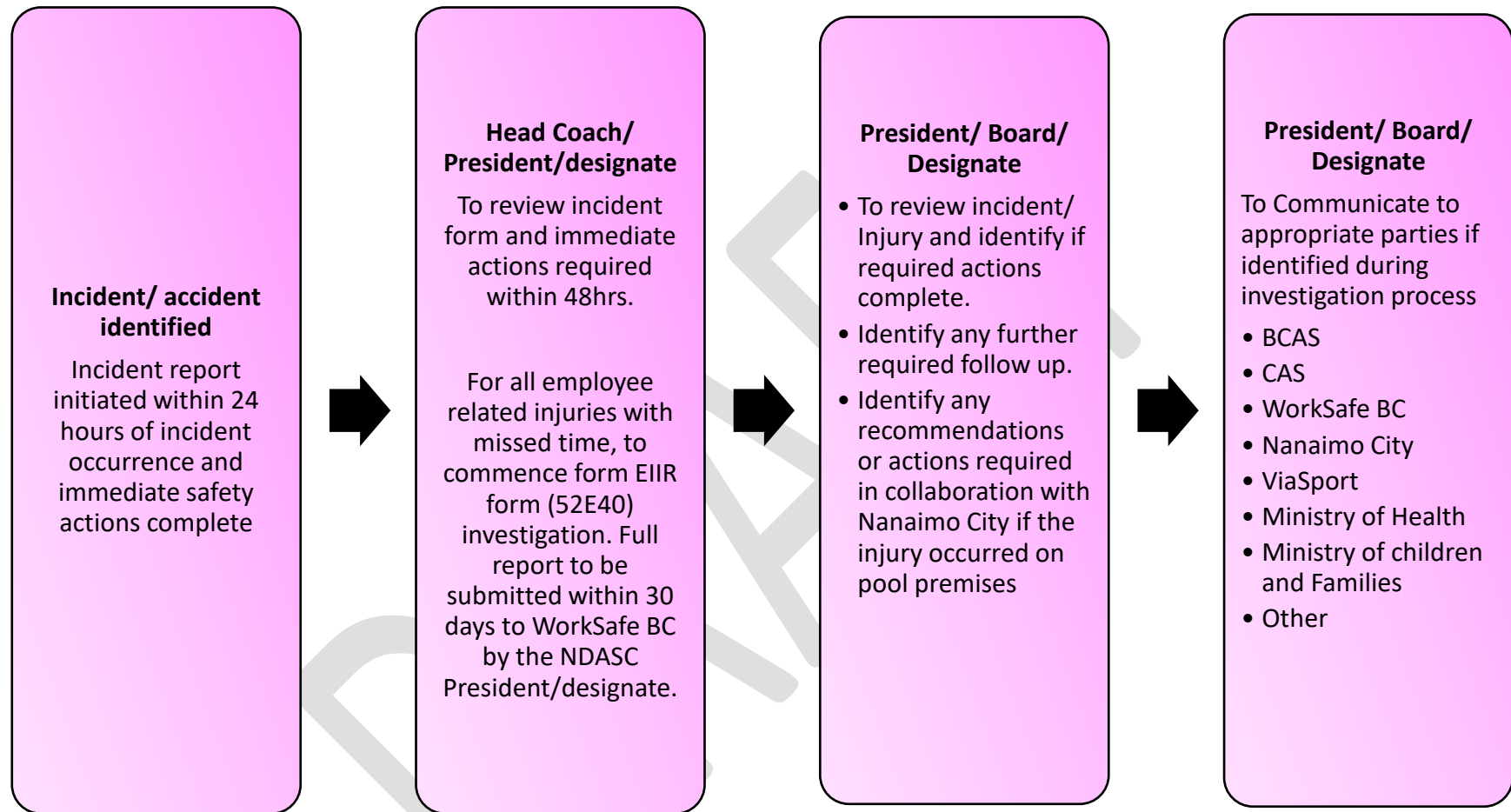


Please call first or send a text marked URGENT, then email this form.	Date/time notified and method of communication:	
Other forms completed May be completed together with the Head Coach and/or President	<ul style="list-style-type: none"> • 6A WorkSafe BC (Employee) • First Aid form • Form 7 employers work safe BC report of injury or occupational disease (Employer (President) to submit within 72 hours of injury) • Form 52E40 -Employer Incident Investigation Report (within 30 days of injury) for lost time only • Other 	
Main Contact who completed the forms	Contact full name: Position: Contact information phone email home address	Date: Time:
Witness information #1	Witness full name Position: Contact information: Witness phone Witness email Witness home address	Date: Time:
Witness information #2	Witness full name Position: Contact information: Witness phone Witness email Witness home address	Date: Time:
Witness information #3	Witness full name Position: Contact information: Witness phone Witness email Witness home address	Date: Time:



Internal Incident Report Investigation Summary (to be completed by president in collaboration with Board/head coach)		
Follow up investigation		
Action taken to prevent or mitigate recurrence		
Risk Management	<p>1. Incidents & Actions satisfactorily recorded?</p> <p>2. Persons notified appropriately?</p> <p>3. Is there evidence that action was taken to prevent recurrence?</p>	
Incident review	<p><input type="checkbox"/> At coaches meeting</p> <p><input type="checkbox"/> At Monthly Board meeting</p> <p><input type="checkbox"/> Other (e.g. City of Nanaimo, BCAS)</p>	
Board Review and any further recommendations		
Investigation completed	President / designate signature:	Date:

Appendix 7
Incident Reporting Policy Process



Support Services

Here are the support services available to you.



Canadian Sport Help Line

1-888-837- 7678

<https://abuse-free-sport.ca/helpline>

The Canadian Sport Help Line is available to provide you with advice, guidance and resources on how to proceed/intervene appropriately in the circumstances.



CANADIAN CENTRE for CHILD PROTECTION®

Helping families. Protecting children.

Canadian Centre for Child Protection

1 (800) 532-9135

protectchildren.ca/

If you have concerns about a child, or if you are a victim (survivor) or a family member of a victim, you may contact the Canadian Centre for Child Protection for information or support.

Kids Help Phone



Kids Help Phone

1-800-688-6868 <https://kidshelpphone.ca/>

Kids Help Phone is Canada's only 24/7 national service offering professional counselling, information, referrals and volunteer-led text-based support for young people. Kids Help Phone's free, anonymous services are available in both English and French.

Canada

First Nations and Inuit Hope for Wellness

1-855-242-3310

hopeforwellness.ca/

A helpline dedicated to supporting First Nations and Inuit Peoples. Service is available in Cree, Ojibway, Inuktitut, English and French.



Trans Lifeline

1-877-330-6366

translifeline.org/

A helpline dedicated to the well-being of transgender people. The phone line is staffed by transgender people for transgender people.



Canadian Centre
on Substance Use
and Addiction

Evidence. Engagement. Impact.

Canadian Centre on Substance Use and Addiction

1-833-235-4048

ccsa.ca/addictions-treatment-helplines-canada

The Centre was created by the Canadian government to address and provide leadership on substance use in Canada.

Canada

Victim Services Canada

1-877-232-2610

<https://crcvc.ca/how-we-help/victim-support/>

The Canadian government provides a number of services to victims of crime, including emotional support, counselling, advocacy and safety planning.



CASP CANADIAN ASSOCIATION
FOR SUICIDE PREVENTION
ACPS ASSOCIATION CANADIENNE POUR
LA PRÉVENTION DU SUICIDE

Canadian Association for Suicide Prevention (CASP)

613-702-4446

suicideprevention.ca/

CASP's goal is to reduce the suicide rate in Canada and to minimize the consequences of suicidal behaviour.