

Title	Effective Date	Revision Date	No. of Pages
<p align="center"><b>NO. 604</b> <b>INJURY ON DUTY</b> <b>CONCERNING NSTU MEMBERS</b></p>	<p align="center"><b>2003 Feb 25</b></p>	<p align="center">October 6, 2015</p>	<p align="center"><b>1</b></p>

**It is the policy of the Tri-County Regional School Board to provide the optimum in employee health and safety in keeping with the requirements of the *Occupational Health and Safety Act of Nova Scotia, 1996.***

<p><b>PROCEDURE</b> under Policy No. 604</p>
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Preamble

The Tri-County Regional School Board will assure, as much as possible, that every employee has a safe and healthy place in which to work.

Reporting of injury on the job

When a teacher becomes injured at work, she/he will notify his/her immediate supervisor (principal or designate) within twenty-four (24) hours of the injury.

It is the responsibility of the principal or designate to forward a written report of the injury to the Superintendent of Schools or designate as soon as possible after she/he has been made aware of the matter.