

References:	PRO BOARD CRITERIA: TA4 EVALUATOR MANUAL, VIERA FORMS: VIERA016, VIERA 017, VIERA018, AND VIERA019	
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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy for reporting injuries, hazards, damage, and incidents.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, proctors and evaluators to be familiar with this guideline to ensure all mishap events are reported in a timely and accurate manner. It is the responsibility of the Academy to ensure that instructors, evaluators, and proctors have been given the proper training to conduct their duties.

### 2.0 PROCEDURES

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- 2.1. All mishap events that occur in training or evaluations will be reported using the correct report form within 24 hours of the event.
- 2.2. Mishap Reports occurring during training or evaluation:
  - 2.2.1. **Injury Reports** (VIERA016) will be completed for any injury to a candidate, technician, instructor or evaluator requiring first aid treatment.
  - 2.2.2. **Training Facility Hazard Reports** (VIERA017) will be completed for any hazard or potential hazard that poses a threat to human safety, equipment, property or environment.
  - 2.2.3. **Training Facility Equipment Damage or Malfunction Reports** (VIERA018) will be completed for any damaged or malfunctioning equipment excluding vehicles.
  - 2.2.4. **Training Facility Incident Reports** (VIERA019) will be completed for any incident involving vehicles, training props, near misses, property, or environment.
- 2.3. All reports will be completed accurately and in their entirety.
- 2.4. The Academy will review all mishap reports, and when applicable, make recommendations to help prevent future mishaps. Once approved, corrective action will be implemented.
- 2.5. All incidents reports will be submitted to the Academy.

  
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Karen Fry  
Academy Director

December 22, 2017  
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Date