

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Incident Involving Health and Safety**

It shall be the policy of the Diocesan Catholic Schools Board that all schools make and permanently retain adequate documentation of all incidents involving health and safety on the Incident Report form. These records must be available to the school administrator and stored in the school office.

An incident is defined as: An action or episode involving persons that may have serious results. These may involve but are not limited to:

- a) an action which creates an unsafe, unhealthy or uncomfortable situation.
- b) an action which violates the rules, regulations or policies of the school, parish or diocese.

Policy Adopted: May 17, 1999

Policy Revised: May 19, 2008

Policy Reviewed: January 21, 2019