

Medical Emergency/First Aid

1. Give any necessary first aid to the injured person until help arrives. Do not attempt to move the injured person unless in danger of further injury.
2. For a **major injury call 911**
3. Report the incident to your supervisor **immediately** and fill out the Accident/Incident Report form **within 72 hours**.

Reporting of Accidents, Incidents and Occupational Illnesses

These procedures outline the reporting requirements for accidents, occupational illnesses and incidents, which result in or have the potential to result in personal injury or property damage.

Reportable incidents are those which:

- Result in personal injury or lost time from work (including those requiring first aid, and occupational illness)
- Have the potential to result in personal injury or property damage even though no injury or damage actually occurred;
- Occur to any person on company premises;
- Occur to any employee during the course of his/her work either on or off company premises;
- Occur to a co-op student/employee during the course of his/her orientation training on or off company premises;

Reporting of Accidents/Incidents Involving Employees

Employees include all full-time, part-time and sessional employees when they are performing their duties

Reporting Incidents Involving Employees

1. Within 72 hours, the supervisor must complete and submit the Incidents Involving Employees to Reporting of Accidents to the Workplace Safety and Insurance Board (WSIB)
2. Please ensure you have all of the required information available.
3. Where supervisors are unable to fully complete the form within 72 hours, the form, should still be sent, with the missing information to follow later. Use “not available” for missing information that is required.

Note:

Reporting of accidents and occupational illnesses involving death, critical injury, lost time or health care (by a medical practitioner) is required for employees under both the Occupational Health and Safety Act and the Workplace Safety and Insurance Act. Reporting of Accidents to the Workplace Safety and Insurance Board (WSIB) is done centrally through the WSIB Administrator, Health and Wellbeing Programs and Services.

The Workplace Safety and Insurance Board levies a fine of \$250 for late reporting of a lost time or health care claim. Where this late reporting is a result of the failure of a department to report the accident to the WSIB Administrator, Health and Wellbeing, the department will be responsible for paying the fine.

Reporting Incidents Involving Co-op Students, Contractors and Visitors and Non-Employees present in workplaces.

1. All non-employees involved in an incident/accident must report the event to a supervisor immediately, and within 72 hours, and supervisor must complete and submit the Incidents Involving Employees to Reporting of Accidents to the Workplace Safety and Insurance Board (WSIB)
2. Please ensure you have all the required information available.

Reporting of Death or Critical Injury

The definition of a critical injury applies to “any person,” which includes workers, students, contractors and visitors. A critical injury is defined as an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm, but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot, but not a finger or toe
- Consists of burns to a major portion of the body, or causes the loss of sight in an eye.

Note: In addition to the reporting requirements outlined above, all critical injuries or fatalities must be immediately reported to the Ministry of Labour. Supervisors are therefore responsible for taking the following steps:

- Procure immediate medical attention at **911**
- Notify the Stoney Creek Police Station at **905-546-4925**
- Notify the Office of Environmental Health and Safety at 416.978.4467 (who will liaise with the Ministry of Labour)

- Notify the appropriate Joint Health and Safety committee for the workplace, if the injured person is an employee, notify the appropriate union (if any),
- Ensure that the site of the accident remains undisturbed until a Ministry of Labour inspector has arrived, and investigate and prepare a written report on the circumstances of the accident.

OZA Inspections Ltd.
Health & Safety Manager