

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Injury/Illness Reporting	<b>Code:</b> HS010
		<b>Date of Issue:</b> December 2005
		<b>Revised:</b> August 2011
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### **PURPOSE:**

To outline the requirements, methods and outcomes of reporting all occupational injuries and illnesses.

### **SCOPE:**

The following categories of injury and illness will be reported, regardless of the nature or severity of the event:

1. fatality
2. critical injury/illness
3. lost time injury/illness or one involving health care only
4. first aid
5. occupational illness
6. property damage
7. near miss
8. fire
9. environmental release

### **DEFINITIONS:**

**Injury:** An event that results in physical harm to an employee.

**Illness:** A deviation from the normal, healthy, state of the body.

**Health Care:** Services requiring the professional skills of a health care practitioner or, nurse, chiropractor, or physiotherapist, services provided at hospitals and health care facilities, obtaining prescription drugs.

### **ROLES AND RESPONSIBILITIES:**

#### **Employee:**

1. A worker who is injured or becomes ill as a result of workplace conditions or work activity must report the injury or illness to a Manager/On-Call Supervisor/Director immediately.
2. If an employee is unable to report, due to the nature of the injury or illness, another worker who witnessed or is aware of the event must promptly report it to a Manager/On-Call Supervisor/Director.
3. Report if health care is sought for the injury/illness.
4. Report if their condition changes and health care is sought.
5. Complete an Employee Injury / Near Miss Report within 24 hours and any related WSIB paperwork as required.

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6. Have a Functional Abilities Form (FAF) completed by a health care practitioner prior **to the start of the next shift** if Health Care is required and if as a result modified duties or modified hours are required.

### **Managers/On-Call Supervisors/Director:**

1. The Manager/On-Call Supervisor/Director, upon being notified of the injury or illness, shall:
  - promptly ensure that first aid is administered.
  - ensure the employee is given medical treatment if necessary, up to and including transportation to the hospital; and that such treatment is recorded.
  - notify Director of Finance and Administration and/or the Executive Director at the first opportune moment.
  - follow the Case Management Checklist.
  - advise the employee of next steps dependent on the situation.
  - notify on-call of next steps dependent on the situation.
  - ensure the Employee Injury / Near Miss Report is completed by the employee.

### **COMMUNICATION:**

1. This procedure is communicated to all managers, supervisors and employees through:
  - distribution to Administration Manuals
  - orientation of new employees
  - coaching/discipline of employees found to have contravened this procedure
2. Managers/ On-Call Supervisors and Directors are trained in their roles to administer this procedure regarding documentation, distribution, and safe keeping of confidential material.
  - complete the Management portion of the Employee Injury / Near Miss Report.
3. Director of Support Services / General Manager of Support Services:

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- review the Employee Injury / Near Miss Report for completeness
- follow up and sign off as required
- copy of initial report to Executive Director and final report to the Executive Director and Director of Finance and Administration when all of the items are complete

#### 4. Director of Finance and Administration:

- review Employee Injury / Near Miss Report for areas that need follow up from an administrative Health & Safety perspective.

#### **EVALUATION:**

1. Worker compliance with the illness and injury reporting procedures are monitored regularly as part of an overall review of the Occupational Health and Safety system. The procedure will be reviewed annually to ensure it remains current and effective.

#### **FORMS REQUIRED:**

- Case Management Checklist
- WSIB Functional Abilities Form
- Form 6
- Form 7
- Employee Advisement Letter
- Employee Injury / Near Miss Report