

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Injury/Illness Reporting	Code: HS010
		Date of Issue: December 2005
		Revised: November 2018
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PURPOSE:

To outline the requirements, methods and outcomes of reporting all occupational injuries and illnesses. Please use common sense when reporting injuries. If in doubt please contact your manager.

SCOPE:

The following categories of injury and illness will be reported:

1. fatality
2. critical injury/illness
3. lost time injury/illness or one involving health care only
4. first aid (beyond simple first aid, i.e. more than a bandaid or ice.)
5. occupational illness
6. near miss where the possible/potential injury would likely have resulted in any of the above.
7. fire
8. 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 as defined in the scope above:
 - 1.1 Shall immediately report the incident by speaking to a Manager/On-Call Supervisor/General Manager/Director of Support Services.
 - 1.2 **Within 24 hours the worker must complete a yellow Employee Incident Report.**
 - 1.3 **The Employee Incident Report along with any WSIB related paperwork, must be handed in directly to their Manager.** If the worker's Manager is not available, it must be turned over to another Manager, General Manager, or Director of Support Services. **Do not leave it in a mailbox.**

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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/General Manager of Support Services/Director.
3. Report if health care is sought at any time for the injury/illness or if their condition changes and health care is sought.
4. If health care results in modified duties a WSIB Functional Abilities Form (FAF) must be completed prior to the start of the next shift and submitted to the worker's Manager.

Managers/On-Call Supervisors/General Manager of Support Services/Director:

1. The Manager/On-Call Supervisor/General Manager of Support Services/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 the Human Resources Officer 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 and any related paperwork including WSIB (Form 7).
 - Ensure debriefing has been offered.
2. Director of Support Services / General Manager of Support Services:
 - 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 Human Resources Officer when all of the items are complete.
3. Human Resources Officer:
 - Review the Employee Injury / Near Miss Report for areas that need follow up from an administrative Health and Safety perspective.
 - If required complete WSIB paperwork Form 7 within 72 hours of injury.

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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.