



MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Injury/Illness Reporting	Code: HS010
		Date of Issue: December 2005
		Revised: August 2021
		Page 1 of 3

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.**

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Injury/Illness Reporting	Code: HS010
		Date of Issue: December 2005
		Revised: August 2021
		Page 2 of 3

- 1.4 If there is lost time beyond the day of the injury, healthcare must be sought in order to receive WSIB compensation. Sick time can't be used for a workplace injury.**
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 Avenue II transports the employee to receive healthcare or pays for the transportation to healthcare.
 - Ensure the employee is given medical treatment if necessary, up to; and that such treatment is recorded on WSIB forms.
 - 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.

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Injury/Illness Reporting	Code: HS010
		Date of Issue: December 2005
		Revised: August 2021
		Page 3 of 3

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.