

Policy & Procedure Manual

**EMPLOYEE CRITICALLY INJURED OR
KILLED AT WORK – HR-VIII-3**

POLICY:

In compliance with the Occupational Health & Safety Act where a person is critically injured (as defined below) or killed, OPTIONS NORTHWEST will immediately notify the Ministry of Labour, Training & Skills Development; the Health & Safety Committee or representative and the primary union representative of the employee's union, if applicable, and send a written report to the Director of the Ministry of Labour, Training & Skills Development within 48 hours. Section 51(1)(2) O.H. & S. Act.

PURPOSE:

1. To ensure that the proper procedures are followed should a person be critically injured or killed at work. A critical injury is 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
 - causes the loss of sight in an eye rro.1990 Reg. 834

PROCEDURE:

1. The nature of the injury will be assessed and immediate first aid treatment will be provided by the employees present as applicable.
2. If an ambulance or emergency services is required, employees will call 911. The supervisor/supervisor on call shall be notified of the incident and will ensure a WSIB package is taken to the health care professional, as appropriate. The supervisor/supervisor on call shall ensure that an employer representative accompanies and/or meets the injured person at the treating health care facility and that a family member is contacted whenever possible.

Community Services Supervisor/Manager/Director /Executive Director/Designate

3. Complete an employee incident report and ensure the Coordinator, Health and Safety is notified of the incident as soon as possible. Follow the normal incident reporting and Serious Occurrence reporting procedures. In addition, the positions noted above have responsibilities for reporting and investigating of critical injuries, as defined under the Occupational Health and Safety Act and Regulation

If a critical injury (defined as per regulation 834 – see purpose) occurs: *you must report this information immediately to an Inspector at the Ministry of Labour, Training & Skills Development, the Health and Safety Committee or a Health and Safety Representative and the union representative (if any).

Within 48 hours, *you must notify, in writing, a Director of the Ministry of Labour, Training & Skills Development giving the circumstances of the occurrence and any information that may be prescribed.

*ensure during your communication that one of the above noted positions takes responsibility for reporting.

Reference your Health and Safety Act as required

NOTE: See Appendix A for your contact information.
See Appendix B for written report requirements.

4. The area Supervisor/Supervisor-on-call will ensure that no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or things at the scene of, or connected with the occurrence until permission to do so has been given by a Ministry of Labour, Training & Skills Development Inspector, except for the purpose of:
 - a. saving life or relieving human suffering;
 - b. maintaining an essential public utility service or a public transportation system; or
 - c. preventing unnecessary damage to equipment or other property.

If an incident occurs on a weekend or shift other than days, rope off the area and do not disturb

5. The Supervisor/Supervisor On-call will initiate a thorough investigation of the incident and complete the Incident Report and Agency Incident Report. The time of the incident, cause (if known), procedures followed and the statements from witnesses must be obtained.

6. In accordance with the Occupational Health & Safety Act, Section 9 (31) Idem – The members of a committee who represent employees shall designate one or more such members to investigate cases where an employee is killed or critically injured at a workplace from any cause and one of those members may, subject to subsection 51(2), inspect the place where the accident occurred and any machine, device or thing, and shall report their findings to a Director of the Ministry of Labour, Training & Skills Development and to the committee.
7. Note: The Coordinator, Health & Safety/Director of Human Resources may be called upon to assist at any time.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services Administration

ORIGINAL POLICY DATE: July 1992

AUTHORIZED BY: Executive Director

SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'L. D. L.', is written over a horizontal line.

CONTACTS

Ministry of Labour, Training & Skills Development

For immediate notification (24 hours a day, 7 days a week):

Call: 1-877-202-0008

For written notification: Fax a report to: 475-1646

Health and Safety Representatives NOTE: A worker must investigate the scene

Check you current listing of Health and Safety representatives posted in all work areas and contact a worker representative who works in the area of the accident, at their work location. NOTE: For work areas with JOHS committees, the first contact is the worker co-chair and if not accessible, contact the next available worker representative.

Union Representatives Check with Human Resources for the current listing of union representatives.

NOTICE OF ACCIDENTS

5. (1) If a worker is killed or critically injured at a facility, the written report required by subsection 51 (1) of the Act shall include,
 - a) the name and address of the employer;
 - b) the nature and circumstances of the occurrence and of the bodily injury sustained;
 - c) a description of the machinery or thing involved, if any;
 - d) the time and place of the occurrence;
 - e) the name and address of the person who was critically injured or killed;
 - f) the names and addresses of all witnesses to the occurrence;
 - g) the name and address of the physician or surgeon, if any, who is attending to or attended to the injured or deceased person; and
 - h) the steps taken to prevent a recurrence.