



PROCEDURE

Title: **EMPLOYEE ACCIDENT/INCIDENT
REPORT**

Procedure No.: 9009
Effective Date: **1999 Dec. 23**

Department: Organizational Support Services – Human Resources

Occupational Health and Safety Act
Workplace Safety and Insurance Act

References: Health and Safety Policy No.: 2005

It is the policy of the Board that, to ensure an accident free working and learning environment, all staff, students and non-Board personnel on Board premises must comply with the Occupational Health and Safety Act and its Regulations, Board Safety Standards and Rules as Enumerated.

1.0 **Accident/incident Response**

- 1.1 Accidents/Incidents which result in injury to a worker require a two phase response:
- 1.2 The first phase and highest priority is the treatment of any injury and the welfare of the worker.
- 1.3 The second phase is investigation of the cause and correction of the conditions which may have caused or contributed to the accident/incident.

2.0 **Accident/Incident Procedures**

- 2.1 The following procedures will initiate both of these phases and ensure compliance with current legislation.
- 2.2 The injured worker will receive immediate and appropriate emergency treatment if required.
- 2.3 The accident/incident must be reported, in person where possible, immediately to the injured worker's Principal/Supervisor or designated person covering their absence.
- 2.4 The worker, with the assistance of the Supervisor if needed will complete the online Employee Accident/Incident Report located in the Employee Portal at the time of the accident/incident.

Administered by: Organizational Support Services – Human Resources

Amendment Date(s): 2009 Mar. 10, 2019 April 23

Employee Accident Incident Report Procedure

- 2.5 The Supervisor will receive an email notifying them an Accident/Incident Report has been initiated and requires their completion. The Supervisor will complete the online Supervisor Accident/Incident Report. The Supervisor must complete the online report within 24 hours of receiving the email notification. If the worker is unable to initiate the report due to the severity of injury, the Supervisor must initiate the Employee Accident/Incident Report on behalf of the worker and complete the Supervisor portion of the online Accident/Incident Report. The Employee Accident/Incident Report is to be used by the Principal/Supervisor during their investigation of the accident/incident, including the name, occupation, and telephone number of any persons who witnessed the accident/incident. Witness statements may be attached. A witness is a person who was present when the accident/incident occurred. The steps taken to prevent a re-occurrence of the accident/incident must also be listed under corrective actions.
- 2.6 Critical Injury is classified as critical by *Ontario Regulation 834 under the Occupational Health and Safety Act*. Where the injury would be classified as **Critical**, the Health and Safety Department must be notified immediately by telephone at 519-452-2000 ext. 20264 and the scene secured. In Ontario the Occupational Health and Safety Act prescribes additional reporting requirements when a person is killed or critically injured while at work.

The Safety Specialist will immediately notify the Ministry of Labour by telephone to determine whether the incident requires further investigation and whether a Ministry Representative wishes to be present. The Safety Specialist will:

- notify the appropriate Joint Health and Safety Committee Representative immediately;
- within 48 hours of the incident prepare (with the Safety Committee Representative) a report of the circumstances surrounding the injury/fatality and forward it to the Ministry of Labour;
- copy of report of all critical injuries shall be forwarded to the appropriate Supervisory Officer.

Critical Injury as defined under Regulation 834 means 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.

Employee Accident Incident Report Procedure

If a person is critically injured or killed at a workplace, no person can alter the accident scene in any way without the permission of a Ministry of Labour Inspector.

This does not apply if it is necessary to disturb the scene in order to:

- save a life or relieve human suffering;
- maintain an essential public utility service or public transportation system; or
- prevent unnecessary damage to equipment or other property.

Critical Injuries are also subject to the reporting requirements listed in section 3 for Medical Aid/Health Care and Lost Time Injuries.

Once the Supervisor has completed and submitted their Supervisor Accident/Incident Report a notification will be received by Disability Management.

Note: Any fines, penalties or late charges incurred from the late reporting by a Principal/Supervisor will be charged back to the school/department.

- 2.7 On receipt of the Employee Accident/Incident Report, Disability Management will complete the WSIB reporting requirements if applicable.
- 2.8 The Safety Specialist may institute additional investigation as required under the Occupational Health and Safety Act legislation or follow-up to ensure that appropriate corrective action has been taken to reduce the risk of reoccurrence of like accident/incidents.
- 2.9 Each work location should maintain a small supply of the paper version of the Employee Accident/Incident Report in the event the online system is unavailable. A copy of the completed Employee Accident/Incident Report must be sent to the Disability Management Officer within 24 hours of the accident/incident. **Fax to: DISABILITY MANAGEMENT 519-452-2606**

3.0 Accident/Incident Reporting Types

3.1 Hazardous/Near Miss Reporting

A worker will complete the online Employee Accident/Incident Report to track where there is a hazardous or near miss situation where there is no personal injury.

3.2 First Aid Reporting

The Workplace Safety and Insurance Act requires employers to keep a record of first aid administered to workers as a result of a work related accident/incident. The online Employee Accident/Incident Report is used to document these minor treatments.

These reports are not transcribed onto a **Form 7** Workplace Safety and Insurance Board – Employer's Report Injury/Disease unless/until treatment by a health care professional is sought.

Employee Accident Incident Report Procedure

3.3 Medical Aid/Health Care Reporting

Workplace accident/incidents which result in a worker requiring treatment by a health care professional (Physician, Hospital/Clinic staff, Chiropractor, Ophthalmologist, Dentist, Physiotherapist, etc.) are classified as Medical Aid/Health Care Accident/incidents. Once treated, the worker is able to return to work by the start of their next scheduled shift. Transportation costs for the initial treatment (ambulance, taxi etc.) will be requested from and paid by the school/department.

On receipt of the Employee accident/incident report the Disability Management Officer (DMO) completes the **WSIB Form 7** forwarding it to the WSIB. A copy of the completed **Form 7** will be provided to the injured worker when completed.

3.4 Lost Time Accident/Incident Reporting.

A Lost Time accident/incident commences after the date of accident/incident which results in a worker's inability to report to work for the start of the next scheduled shift. All lost time must be medically authorized.

Lost time for a permanent worker who is eligible for salary continuance during a WSIB absence is to be coded as illness in TVARRIS until such time as WSIB notifies Disability Management of approval. Disability Management will notify Human Resources Staffing/Payroll and the worker once WSIB approval is known. Disability Management will also notify the Supervisor or their Administrator to verify ongoing absences as needed.

Casual employees in a long term assignment may access illness days they are eligible for while claiming a WSIB absence until such time as WSIB notifies Disability Management of approval. Disability Management will notify Human Resources Staffing/Payroll and the worker once WSIB approval is known. Should WSIB approve the absence, an overpayment will be created and Illness days granted back to the employee. Absences should be recorded as WSIB-Deduction of Pay.

4.0 Outside Contractors/Vendors

- 4.1 Contractors and vendors who work on Thames Valley District School Board premises are required to show proof of workers' compensation coverage or a completed copy of Supplemental Insurance Board's Optional Insurance Consent form prior to start. Without proof of work insurance, in the event of injury during performance of the contract, an outside worker may become the responsibility of the Board. The Board will not fulfill any of the reporting requirements for contractor/vendor employees who are injured on board property.

5.0 Co-op/Work Education Students (Thames Valley District School Board Students)

- 5.1 Student injuries while working in an unpaid Co-op/Work Education placement must be reported immediately to the student's home school. Reporting

Employee Accident Incident Report Procedure

procedures are to be followed by the student's co-op/work education teacher and must clearly state that the injury was sustained by a student active in the program at the time of injury and be accompanied by the Co-op/Work Education Agreement.

Note: Students who receive wages for a placement are not covered by the Ministry of Education's Workers' Compensation Policy but must be covered by the placement organization. The work agreement should reflect these arrangements.

Co-op/Work Education/ Pre-Service Teachers, etc. (students from outside training agencies)

- 5.2 From time to time the Board will be host to students working on educational co-op requirements. These students may be from Althouse, Fanshawe, or other agencies. Because they are not paid during their training time with the board, they cannot be covered by the board for injuries while on their placement. Any injuries sustained by these trainees are to be reported immediately to their co-op teacher, who is responsible for completion of the appropriate forms. It is important that Thames Valley District School Board Staff not accept a trainee without the appropriate accident coverage information.