

POLICY	
Policy Number: HS2020-022	Date Approved: February 2009
Department: Health and Safety	Date Reviewed: October 2020
Incident Reporting	

1. **Policy Statement**

All incidents of illness and injury are to be reported immediately using the prescribed procedure.

2. **Purpose**

To ensure that all instances of illness and injury of an employee are reported so that The Town of Kirkland Lake (the Corporation) may implement prevention measures and ensure proper medical attention is obtained.

3. **Scope**

This policy is in effect for all employees of The Town of Kirkland Lake

4. **Definitions**

Injury - an event that results in physical harm to an employee.

Illness - a deviation from the normal healthy state of the body.

Critical Injury - life threatening events that result in a loss of consciousness, substantial loss of blood, a fractured leg, arm, wrist, hand, ankle, foot or more than one toe or more than one finger, loss of leg, arm, hand or foot, or more than one toe or more than one finger, burns to the majority of a human body and loss of vision.

5. **Policy & Procedures**

- 1) If First Aid treatment is needed, the employee must see the First Aid Attendant.
- 2) All incidents of illness and injury are to be reported immediately to the employee's Department Head / Supervisor. Any delay in reporting must be explained.

- 3) All incidents will be reported verbally to the Department Head / Supervisor who will complete the incident reporting forms. Accident investigation will be completed if needed.
- 4) Report to Management if the result is lost time, to ensure the appropriate person is assigned to manage the claim.
- 5) If the employee sought medical attention and/or is disabled from performing their regular work, written notice must be provided to the Safety Committee / Rep within 1 week of the occurrence, or awareness of the occurrence.
- 6) When an incident investigation is required the Safety Committee is to be notified as soon as possible.
- 7) The Workplace Safety and Insurance Board (WSIB) will be notified when an injury or illness results in lost time, medical attention being sought or modified work is required for more than 7 days.
- 8) **Ministry of Labour:** Where an accident of a fatal or serious nature occurs: Notice must be given to the Ministry of Labour immediately. DO NOT DISTURB THE SCENE* UNTIL PERMISSION HAS BEEN GIVEN BY A MOL INSPECTOR.
*exception – It may be necessary to disturb the scene if:
 - (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.

Critical Injury Reporting

When an individual becomes critically injured the following procedure is to be followed:

- 1) Ensure First Aid and/or EMS is initiated.
- 2) Immediately complete the Accident Report fully and contact immediate Department Head/Supervisor.
- 3) The Department Head/Supervisor or CAO will immediately call the MOL Health and Safety Contact Centre at 1-877-202-0008 to report injuries that meet the definition of "critical".
- 4) Only Department Heads/Supervisors or the CAO will be taking these "critical/fatality" reporting calls at the MOL office. You will be asked a series of questions. Answer as accurately as you can.
- 5) Have the appropriate staff member investigate the incident/scene immediately.

- 6) If you know the injury is critical, say so. If you are not sure, say so. If the injured person refused to give you their name or advise where they were going for medical treatment, say so. Members of the public are not required to provide us (the Corporation) with their personal information. We cannot force this information from them and are prohibited from detaining a member of the public, insisting on medical aid, etc.
- 7) The MOL Inspector will then decide if the scene needs to remain secured and will advise you whether or not an inspector will be dispatched. They will all have different interpretations and answers/direction/etc.
- 8) A MOL Critical Injury Report letter must be sent to the MOL office within 48 hours as a follow-up to the initial phone call to their office.

Ontario Ministry of Labour – Director
14th Floor 400 University Avenue
Toronto, ON, M7A 1T7

- 9) Ensure WSIB forms are completed if the injury is to a staff member within 72 hours.

Treatment

- First Aid Treatment is to be administered as the first step. If the qualified first aider determines that additional medical attention is required transportation will be supplied to the employee, via taxi or ambulance, to the nearest treatment facility.
- If the employee is to go home, transportation is provided, if required.

Recording

- All First Aid Records and Injury/Illness Reports are to be completed as soon as possible and retained. Copies are to be made available to treating physician(s), Workplace Safety and Insurance Board or the Ministry of Labour as required.
- All Incident Investigation Forms should be tracked for further analysis and reference.

Follow-Up

- The Department Head/Supervisor will follow up with the injured employee upon returning to work.
- Any required follow-up from incident investigation or recommendations are to be reported through the Safety Committee.

6. Summary

Training

All employees will receive training on Injury Illness Reporting as a part of Orientation and as required as per their training profile.

Evaluation

The policy will be reviewed annually.

Legislation/ Standards/ Regulations

Ontario Occupational Health and Safety Act, R.S.O. 1990