



Policy Name: Employee Injury, Illness and Incident Reporting	Policy No: S101-20
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Health and Safety

1. Purpose

The purpose of this policy is to ensure that all work-related injuries, illnesses and incidents are adequately reported, investigated and corrected to prevent reoccurrences.

2. Policy Statement

Employees are to report all work-related injuries, illnesses and incidents to their supervisor immediately or as soon as reasonably possible following the event or knowledge of an occupational injury or illness.

3. Definitions

Critical Injury: a work related 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, or causes the loss of sight in an eye.

First Aid Injury: an injury that requires a single treatment that can be treated on the job without any days lost (e.g. minor scratches, burns, cuts, etc.)

Incident: an occurrence related to any factor that could cause an injury or illness to a worker, including those with known health and safety or psychological impacts.

Injury: any physical or functional abnormality or loss which results from a workplace event or occupational illness.

Near miss: an event that under different circumstances could have resulted in physical harm to an individual or serious damage to the environment, equipment, property or material.



Occupational Illness: a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

4. General Provisions

All injuries, incidents, and illnesses must be reported to the employee's supervisor. The Employee Accident, Injury or Near Miss form must be completed by the injured or ill employee and their supervisor and returned to Human Resources. Human Resources will inform the JHSC and the union, if applicable.

An injury must be reported to the Workplace Safety and Insurance Board (WSIB) when an employee:

- requires treatment from a health professional (beyond first aid);
- is unable to go to work due to the injury, incident and/or illness;
- is being paid less or receiving fewer hours of work as a result of the injury, incident, and/or illness.

An injury must be reported to the Ministry of Labour (MOL) when an employee:

- Has been critically injured or killed;
- Has an occupational illness with long latency periods; or
- Has been exposed to an infectious disease.

Manager/Supervisor Responsibilities:

- Determine the severity of the injury (first aid, medical aid, near miss or critical injury) and provide the necessary medical assistance to the injured employee;
- Secure the incident to prevent further injury;
- Complete all necessary and appropriate documentation (i.e. Employee Accident Injury or Near Miss Reporting form) and return to Human Resources;
- Monitor progress of corrective and/or preventative actions

Human Resources Responsibilities:

- Provide the injured employee with proper documentation;
- Maintain regular communication with the injured employee, if required;
- Complete all reporting to legal entities, management, the JHSC, and the union (if applicable);



- Review reported incidents and assist with the investigation and correction of hazards;
- Acquire, file and record all relevant documentation.

Joint Health and Safety Committee Member Responsibilities:

- Review all incidents and events, and make recommendations to management;
- Participate in the incident investigation or corrective actions, if necessary.

Employee Responsibilities:

- Report all hazards, near misses, incidents and injuries to their supervisor/manager immediately or as soon as reasonably possible;
- Seek medical attention immediately, if required;
- Complete the Employee Accident, Injury or Near Miss Reporting Form and the WSIB Form 6, if applicable
- Participate and cooperate in the incident investigation process if required.

5. Attachments

Employee Injury, Illness and Incident Reporting Procedure S101-20-01