

Injury and Incident Reporting

Effective: September 2000

**Vice-President,
Finance and Administration**

Applicable Legislation:

Workplace Safety and Insurance Act, 1997

Occupational Health and Safety Act (OHSA), R.S.O. 1990, Sections 51,52,53

O. Reg. 851, R.R.O. 1990, Industrial Establishments, Section 5.

Intent: To define the University's injury/incident reporting procedures for compliance with the *Occupational Health and Safety Act*, the *Workplace Safety and Insurance Act*, and WSIB occupational injury reporting requirements.

Definitions:

critical injury defined under the *Occupational Health and Safety Act* and Regulations, as an injury of a serious nature that,

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) consists of burns to a major portion (i.e. > 10%) of the body;
or
- (g) causes the loss of sight in an eye.

first aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

medical aid includes services requiring the professional skills of a health care practitioner (i.e. a doctor, nurse, chiropractor or physiotherapist), services provided at hospitals and health facilities and prescription drugs.

Requirements of the *Occupational Health and Safety Act, Section 51*

- 51.(1) **Notice of death or injury** - *Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe. (See O.Reg.851, Section 5.)*
- (2) **Preservation of wreckage** - *Where a person is killed or is critically injured at a workplace, no person shall, 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, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector.*

Policy:

1. All workplace injuries and/or diseases shall be reported by employees within 24 hours to their supervisors and to Environmental Health and Safety. (The FAX number is 519-824-0364.)
2. The workplace supervisor shall report all personal injury and near-miss incidents to Environmental Health and Safety via an "Injury/Incident Report" form. The form may not be delayed for lack of information or signatures. WSIB fines for late reporting may be charged back to the injured employee's department or administrative unit by Environmental Health and Safety.
3. Critical injuries to employees, students, visitors and contractors shall be reported by telephone immediately to Environmental Health and Safety and to the Regional College WSIB Contact as appropriate. The Ministry of Labour shall also be notified by telephone in accordance with the *Occupational Health and Safety Act, Section 51(1)*, and *O. Reg. 851, Section 5*. (Also, see Safety Policy 851.03.02 concerning Medical Emergencies.)
4. The workplace supervisor shall preserve the scene of a critical injury accident in accordance with *Occupational Health and Safety Act, Section 51(2)*, until a Ministry of Labour inspector advises otherwise.

5. Employees shall maintain communication with their supervisors post injury and shall report changes in their return to work status or condition in accordance with the *Workplace Safety and Insurance Act*, Section 40 (2).
6. All incidents involving personal injuries to students or visitors shall be reported to Environmental Health and Safety on the "Injury/Incident Report".

Guidelines:

Copies of the University's "Injury/Incident Report" are available from Environmental Health and Safety and from the Regional College WSIB Contacts. The names of the WSIB Contacts and the report form are shown in Appendix 1.

1. Workplace Safety and Insurance Board Requirements

- (a) All full-time, part-time and temporary employees of the University are covered under the *Workplace Safety and Insurance Act* for injuries and illnesses resulting from their employment. Coverage includes payment for health care costs and loss of earnings due to time lost from work.
- (b) Under the *Act*, the University must report to the Workplace Safety and Insurance Board (WSIB) within three days, every accident to a worker which results in time away from work past the day of the accident or which necessitates health care from an external medical facility or licenced medical practitioner such as physician, dentist, chiropractor or specialist.
- (c) The WSIB levies a fine for late reporting of a lost time or health care claim. Where this late reporting is the result of failure to report the incident to the Environmental Health and Safety Department (EHS), the fine shall be charged back to that department or administrative unit. Work-related incidents, injuries, or occupational diseases shall be reported promptly, within 24 hours.

2. Ministry of Labour Requirements

- (a) When an employee is absent from work beyond the day of injury, a copy of the WSIB Employer's Report of Accident (Form 7) shall be submitted to the Ministry of Labour by Environmental Health and Safety. Copies are also forwarded to the employee, Occupational Health Services, and Human Resources.

- (b) The University is required to report all critical injuries immediately by telephone to the Ministry of Labour in accordance with Section 51(1) of the *Occupational Health and Safety Act*. This responsibility rests with EHS and with workplace supervisors. The appropriate trade unions must also be notified. *Section 5 of O. Reg. 851* for Industrial Establishments outlines the information to be supplied to the Ministry of Labour with any notice of accident.

3. University Liability Insurance Requirements

All incidents involving personal injury to a student or visitor shall be reported to Environmental Health and Safety. The University "Injury/Incident Report" form shall be used. Information may be forwarded to the Office of the Risk and Insurance Manager, ext. 8752. All incidents involving substantial damage to the property of a student or visitor shall be reported to Security Services or to the Regional College Director.

4. Responsibilities of Supervisors

Supervisors are responsible for the following:

- < arranging first aid or medical aid for injured persons;
- < immediately reporting all critical injuries by telephone to EHS and to the Regional College WSIB Contact as appropriate;
- < preserving the scene of a critical injury accident until the Ministry of Labour inspector advises otherwise (OHS, Section 51(2));
- < reporting all personal injury or near-miss incidents to the Environmental Health and Safety Department and to the Regional College WSIB Contact if appropriate, using the University's "Injury/Incident Report". This form shall be completed by the supervisor and signed by the Department Head/Chair or designate and **faxed within 24 hours**. (Notification shall not be delayed for lack of information or signatures);
- < ensuring that a worker representative from the departmental (local) joint health and safety committee is given an opportunity to participate in the investigation of a critical injury;
- < following-up on required corrective actions;
- < reporting all injuries to students or visitors using the "Injury/Incident Report Form";

- < forwarding all WSIB Functional Abilities Forms to Environmental Health and Safety and to Occupational Health Services. (See Safety Policy 851.13.08.)

5. Responsibilities of Employees

Employees shall:

- < immediately report to their supervisor any incident involving injury, illness, onset of work-related disease, equipment or property damage;
- < obtain first aid or medical aid as required in cases of injury, and report such treatment to the supervisor;
- < provide information regarding the circumstances which led to the injury or incident;
- < if available, participate in the completion of the “Injury/Incident Report”;
- < contact the University’s workplace supervisor and/or Occupational Health Services as soon as possible after the injury and maintain communication throughout the period of recovery and return to work;
- < have a WSIB Functional Abilities form completed by the health care practitioner and return this form to the workplace supervisor (see Safety Policy 851.13.08 concerning Return to Work);
- < assist the supervisor to identify appropriate employment;
- < co-operate with the University and the WSIB towards the goal of safe and timely return to work.

6. Responsibilities of the Environmental Health and Safety Department

- < provide direction and technical assistance for accident and near-miss investigations;
- < review incident/injury reports and make safety recommendations;
- < ensure that the appropriate employee representatives on Joint Health and Safety Committees and trade unions receive copies of all injury/incident reports for incidents in their jurisdictions;

- < liaise with the Workplace Safety and Insurance Board and administer all claims;
- < assist the supervisor and the department to identify appropriate employment;
- < train supervisors about incident investigation procedures and job modification for employees;
- < compile and distribute WSIB injury statistics and make recommendations to management concerning loss control initiatives to reduce accident frequencies and costs.

7. Responsibilities of the Office of the Risk and Insurance Manager

- < assess injury/incident reports related to injuries involving students or visitors and/or equipment or property damage for potential institutional liability; and
- < liaise with insurance underwriters, adjusters and legal counsel in all matters pertaining to potential institutional liability arising from student and visitor injuries, contractor issues, and equipment or property damage.

Appendix 1

University of Guelph WSIB Claims Management

Gisele MacNeil, Occupational Health Services, (519) 824-4120 Ext. 52133

Regional College Contacts

Alfred College

Michael Herbert (613) 679-2218 ext.308

Plant Agriculture Department Research Stations

Vineland

Sylvanna Lagrotteria (905) 562-4141 Ext. 145

Kettleby (Muck Station)

Shawn Janse (905) 775-3783

Simcoe

Wally Andres (519) 426-7127 Ext. 344

Kemptville College

Maureen Leeson (613) 258-8334

New Liskeard Research Station

Emo Research Station

Thunder Bay Research Station

John Rowsell (705) 647-8525 Ext. 221

Ridgetown College

John Brooks (519) 674-1510

Laboratory Services Division

Guelph

Administration

Helen Hebden (519) 767-6247

Animal Health Lab

Leslie Levy (519) 824-4120 Ext. 4515

Kemptville

Animal Health Lab

Vivian Martineau (613) 258-8320 Ext. 539

Ridgetown

Ruth Scott (519) 674-1552

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