

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	<b>HR 6.02.ON</b>
Section:	Health and Safety	Issued:	Nov. 29, 2019
Subject:	<b>ACCIDENT and INJURY REPORTING</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	<b>HS-01</b>
Issued by:	Community Resource Centre	Dated:	Feb 2017

## 1 POLICY

- 1.01 (a) Any accident that results in a workplace injury (no matter how slight) or could cause a disabling injury or property/equipment loss (near-miss) must be reported immediately to the employee's immediate supervisor. At a minimum and in all cases, accident and/or injury reporting shall comply with the requirements of Ontario *Occupational Health and Safety Act* (OHS) and the *Workplace Safety and Insurance Act, 1997* (WSIA).
- (b) In the case of an accident that results in a discharge or spill of a contaminant or pollutant into the environment, or the discharge of material into any waters that may impair the quality of any waters, the person in control of the substance shall immediately notify the Ontario Ministry of the Environment Spills Action Centre at 1-800-268-6060, local municipal authorities, and the person's immediate supervisor, in accordance with the reporting requirements of the *Environmental Protection Act*.

## 2 PURPOSE

- 2.01 The **Community Resource Centre** is required to comply with statutory regulations related to the reporting of occupational injuries, illnesses and accidents. This Statement of Policy and Procedure is intended to bring consistency throughout all operations in complying with our responsibility to record and report certain incidents and to notify the necessary authorities within prescribed time limits.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

## 4 RESPONSIBILITY

- 4.01 Each employee is responsible for immediately reporting any workplace injury, accident, or illness to his or her immediate supervisor and, in the case of a spill or release of a contaminant or polluting substance into the environment, or the discharge of material into any waters that may impair the quality of any waters, to the Ministry of the Environment Spills Action Centre at 1-800-268-6060, and to local municipal authorities for the area where the spill or release occurred.
- 4.02 (a) Each supervisor is responsible for ensuring, as the first priority, that employees receive proper medical treatment when injured, and, secondarily, for investigating an accident or workplace injury for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident or injury.
- (b) Each supervisor is responsible for ensuring employees or persons under their control are made aware of, know and adhere to the reporting requirements outlined in this policy.
- 4.03 The **Executive Director** is responsible for ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities consistent with the reporting requirements specified in Ontario statutes; and for ensuring all employees are familiar with this policy and related forms.

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## 5 DEFINITIONS

- 5.01 **“Adverse effect”** means one or more of,
- impairment of the quality of the natural environment for any use that can be made of it,
  - injury or damage to property or to plant or animal life,
  - harm or material discomfort to any person,
  - an adverse effect on the health of any person,
  - impairment of the safety of any person,
  - rendering any property or plant or animal life unfit for human use,
  - loss of enjoyment of normal use of property, and
  - interference with the normal conduct of business.
- 5.02 **“Contaminant”** means any solid, liquid, gas, odour, heat, sound, vibration, radiation or combination of any of them resulting directly or indirectly from human activities that causes or may cause an adverse effect. Contaminants also include a pollutant and any substance defined as
- a controlled product within the meaning of the *Hazardous Products Act* (Canada),
  - a substance designated as a hazardous substance by regulation, and
  - a biological, chemical or physical agent that, by reason of its properties, is hazardous to the health or safety of persons exposed to it.
- 5.03 **“Critical injury”** 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; or
  - causes the loss of sight in an eye.
- 5.04 **“Pollutant”** means any solid, liquid, gas, odour or combination of these that causes or may cause an adverse effect.

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

*Environmental Protection Act* (Ontario) and Regulations  
*Occupational Health and Safety Act* (Ontario) and Regulations  
*Ontario Water Resources Act*  
*Workplace Safety and Insurance Act, 1997* (Ontario)  
 SPP HR 6.01.ON — Health and Safety Principles  
 SPP HR 6.03.ON — Accident investigation

## 7 PROCEDURE

- 7.01 Within three (3) calendar days of learning of an occupational injury or illness of an employee which results in that employee requiring health care or results in a loss of earnings for that employee, a report of the injury or illness shall be submitted by the **Executive Director** or a

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designate to the Workplace Safety and Insurance Board (WSIB) on the form specified by the WSIB. A copy of the submitted form shall be provided to the injured employee. In certain cases, where the injury requires only first aid and no loss of earnings ensued because the employee worked on modified job duties, such a report shall be submitted within seven (7) calendar days of learning of the occupational injury or illness. No WSIB report is required for minor injuries which require only first aid and cause no loss of time or earnings to the employee. Nonetheless, even when a report is not required for the WSIB, a detailed record of any such event, specifying the name of the employee, location, date, time, nature of the event, and first aid treatment administered must be kept in the employee's file for future reference.

- 7.02 (a) In the event of a fatality or critical injury of an employee at the workplace, the accident scene shall be sealed off immediately and nothing within the scene shall be disturbed except for the purpose of saving life, relieving human suffering, or preventing unnecessary damage to equipment or other property.
- (b) In the event of a fatality or critical injury of an employee at the workplace, the following shall be notified within the time period shown and in the manner specified:
- Ministry of Labour Safety Inspector — immediately by telephone, telegram or any other direct means;
  - Health and Safety Representative or the Joint Health and Safety Committee — immediately by direct means;
  - Ministry of Labour Safety Inspector — within forty-eight (48) hours after the occurrence by written report in the manner prescribed by the OHSA.
- 7.03 In the event of an accident, explosion, or fire where a worker is disabled or requires medical attention, the following shall be notified within the time period shown and in the manner specified:
- Ministry of Labour Safety Inspector — within four (4) days of the occurrence; in writing, containing such information and particulars as are prescribed;
  - Health and Safety Representative or the Joint Health and Safety Committee — within four (4) days of the occurrence; in writing, containing such information and particulars as are prescribed;
- 7.04 If the **Community Resource Centre** is advised by or on behalf of an employee or former employee, that the employee or former employee has an occupational illness or that a claim in respect of an occupational illness has been filed with the WSIB by or on behalf of the employee or former employee, the following shall be notified in writing within four (4) days of first learning of the occupational illness or claim; containing such information and particulars as are prescribed:
- Ministry of Labour Safety Inspector;
  - Health and Safety Representative or the Joint Health and Safety Committee;
- 7.05 **First Aid Treatment**
- (a) Only a person holding a current and valid First Aid Certificate is qualified to administer first aid to an injured employee.

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- (b) A First Aid Attendant who provides first aid treatment to an employee is required to record in a First Aid Log the following information:
- name of employee treated;
  - circumstances respecting the accident as described by injured worker;
  - names of witnesses to the accident, if any;
  - date and time of the occurrence of the accident;
  - nature and exact location of the injuries or illness treated; and
  - nature of each first aid treatment administered.
- (c) The First Aid Log shall be maintained in the First Aid Room. If there is no First Aid Room, the First Aid Log shall be maintained by the First Aid Attendant with the First Aid Kit.

#### 7.06 **Report of Spill or Discharge of Contaminant or Pollutant**

In the event of a discharge or spill of a contaminant or pollutant into the environment in an amount in excess of that prescribed by Regulation under the *Environmental Protection Act* (Ontario), or that is likely to cause an adverse effect, or a discharge or spill of material into any water that may impair the quality of any waters, the person who has control of the substance shall immediately notify the Spills Action Centre at 1-800-268-6060, local municipal authorities, and the person's immediate supervisor. The immediate Supervisor shall ensure that Records are kept which document the following:

- (a) the date, location and time and duration of the release of the pollutant,
- (b) the identity of the pollutant released,
- (c) the quantity of the pollutant released,
- (d) the circumstances and cause of the spill,
- (e) details of containment and clean-up efforts,
- (f) an assessment of the success of the containment and clean-up efforts,
- (g) the method used to dispose of or use the pollutant or any matter, thing, plant or animal or any part of the natural environment that is affected by the spill and the location of the disposal site;
- (h) any adverse effects observed as a result of the spill.