

## **POLICY:**

As a part of its strategy to promote a safe and healthy work environment, the CRC requires that all accidents and incidents are reports according to the following procedures.

## **PROCEDURES:**

### **i. Specific Reporting Requirements**

Every worker must ***immediately*** report all incidents and near-misses, no matter how small, to their immediate Manager and / or the Safety Coordinator.

### **ii. Reportable Injuries**

The CRC shall provide written notice to a Director of the Ministry of Labour (MOL) of any workplace injury that requires outside medical attention. Notice shall be provided within forty-eight hours of the occurrence of the injury. *The sooner an employee reports an injury to their Manager, the sooner it can be properly reported to the appropriate Safety Authorities.*

### **iii. Critical Injuries**

A critical injury is defined as an injury that:

- Places life in jeopardy;
- Involves unconsciousness;
- Results in substantial loss of blood;
- Results in a fracture of leg or arm but **not a finger or toe**;
- Results in an amputation of leg or arm but **not a finger or toe**;
- Involves burns to a major portion of the body; or
- Results in the loss of sight in an eye.

***If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the critical injury definition, treat the incident as a critical injury.***

### Critical Injury Guidelines

1. When notified of a Critical Injury the Manager shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a MOL Inspector.

2. The Manager must conduct an investigation of the accident with that person, once the injured team member is removed from the scene and it is safe to enter the accident area. ***Employees are directed to follow the steps outlined for conducting an accident investigation.***

**Accident and Incident Reporting Policy**

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3. The Manager will contact the **Ministry of Labour** at **1-800-265-1676** and tell the Operator that they are reporting a critical injury. If the injury occurs **before 8:30 a.m. or after 4:00 p.m., Managers must contact the Spill Action Centre** at **1-800-268-6060**. Managers must provide the MOL with the name of the employee and the time of the accident. An MOL Officer will call back, so Managers must leave a number that they can be easily reached on. **NB: Managers are encouraged to keep detailed notes pertaining to the times of all calls, the names of all Officers that are talked too, and any details of discussions.**
4. If the root causes of the accident and corrective actions have been identified, review these with the MOL Officer once they call you back.
  - a) If the MOL Officer agrees with the corrective actions they will release the accident scene and make arrangements to investigate the following day.
  - b) If the officer decides to investigate immediately, the accident scene must then remain secured until the Officer has completed their investigation. Managers must continue to follow-up to ensure that the accident scene remains secured and nothing is moved.
5. Copies of all relevant documentation (e.g. training records, maintenance records, work procedures, etc.) must be made available for the Officer when they arrive.
6. Managers must complete and Fax a letter notifying the Ministry of Labour notifying them of the critical injury, as per the below sample. Managers may also be asked to include a copy of the completed accident investigation.

**Additional Reporting Requirements**

It is the responsibility of every employee to complete an *Incident Report and Investigation Form* in the event of a health or safety violation that the employee has either caused or witnessed.

This form should be filled out and submitted to management promptly to ensure the safety of other employees, and to rectify the problem as quickly as possible.

Failure to report health or safety violations will be viewed as negligence, and may result in disciplinary action.

Failure to comply with CRC health and safety guidelines, or engage in conduct which creates risk for an employee, contractor, customer or visitor, will be met with disciplinary action.