



<b>BOARD PROCEDURE</b>	
<i>Approval Date</i> <b>2019</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2024</b>	<i>Page</i> <b>1 of 8</b>
<i>Contact Person/Department</i> <b>Superintendent of Employee Services</b>	<i>Identification</i> <b>HR - 4208</b>

## **INCIDENT/ACCIDENT/INJURY REPORTING AND INVESTIGATION**

### **1.0 PURPOSE**

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers while at work

In order to achieve this objective, all workers are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act, the Regulations under the Act, established safety procedures, and safe work practices on the job.

The Board will take every reasonable precaution to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting, and implementing safety policies and procedures.

The Board recognizes and endorses the Internal Responsibility System whereby all workplace parties participate in building a robust safety environment. Principals/Supervisors are to ensure that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

### **2.0 REFERENCES/RELATED DOCUMENTS**

- 2.1 *Workplace Safety and Insurance Act*
- 2.2 *Occupational Health and Safety Act and Regulations*
- 2.3 Responding to Student Violence Towards Staff Procedure HR-4520
- 2.4 Physical Intervention Guidelines for Responding to Injurious and Self-Injurious Behaviour of Students Procedure OP-6551
- 2.5 Ontario's Occupational Health and Safety Act: Prevention and Resolution of Workplace Harassment Procedure HR-4031
- 2.6 Bio-hazardous Materials Procedure BU-3600
- 2.7 Workplace Hazardous Materials Information System (WHMIS) HR-4203
- 2.8 Investigating Indoor Air Quality Procedure HR-4205
- 2.9 Recognition and Management of Indoor Mould Procedure HR4207
- 2.10 Threat and Risk Assessment and Response Procedure OP-6501
- 2.11 Code of Conduct Procedure OP-6021

### **3.0 TERMS AND DEFINITIONS**

#### **3.1 INCIDENT**

An incident is an unsafe act, an unsafe condition or a combination of both in the work environment which could have resulted in property loss (assistive device) and/or physical harm.

#### **3.2 ACCIDENT**

An accident is an unplanned event causing personal injury or property damage.

#### **3.3 CRITICAL INJURY**

A critical Injury defined under the OH&S Act Reg. 834 – is 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 of the body; or
- g) causes the loss of sight in an eye.

3.4 OCCUPATIONAL ILLNESS is 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 thereby and includes an occupational disease for which a worker is entitled to benefits under the *Workplace Safety and Insurance Act, 1997*.

### **4.0 ADMINISTRATIVE PROCEDURES**

The need to prevent accidents in the Board is a high priority. Effective accident prevention methods are best developed when accurate information about accidents is available on a timely basis.

- 4.1 All workers must report all incidents, accidents and injuries immediately, either in writing or verbally (if required), to the school Principal/Supervisor or designate.
- 4.2 Workers injured on duty outside regular school hours will report the accident as soon as possible, by telephone/email, or in person on the next working day.
- 4.3 All hazardous conditions will be controlled to prevent further injuries.

- 4.4 First Aid will be provided by the Principal/Supervisor or designated first aid person at the workplace. Workers who need immediate medical treatment will be taken to a doctor or hospital, or an ambulance will be called. The WSIB Employee Injury Reporting Kit will be provided, at this time.
- 4.5 Principals/Supervisors will inform the worker that the Employee Workplace Incident/Accident/Injury Reporting Form is to be completed by the worker electronically within 24 hours. If the worker is medically unable to complete the report, alternatives will be provided through the Health and Safety/WSIB Coordinator.

The Employee Workplace Incident/Accident/Injury reporting form is located on Ourdock.ca, Employee Services, and then Health and Safety. A copy of the report will automatically be submitted to the worker, to their Principal/Supervisor, and to the Employee Services Department.

- 4.5.1 The Principal/Supervisor or designate will visit the site of the incident/accident/injury and observe the task, equipment, materials, environmental conditions, work procedures and any unusual situations which may have caused the incident/accident/injury.
- 4.5.2 The Principal/Supervisor or designate must interview the worker to confirm the details surrounding the incident/accident/injury.
- 4.5.3 The Principal/Supervisor or designate may interview any other workers/witnesses who may have knowledge of the circumstances giving rise to the incident/accident/injury.
- 4.5.4 The Principal/Supervisor Investigation Report must be completed within five (5) business days of the Employee Workplace Incident/Accident/Injury report.

The Principal/Supervisor Investigation Report is to be completed on-line at Ourdock.ca under the "Links" folder. A copy of the report will automatically be submitted to the worker, to the Principal/Supervisor, and to the Employee Services Department.

- 4.5.5 For critical injuries, occupational illness or fatalities, the Principal/Supervisor or designate will complete a thorough accident investigation using the Principal/Supervisor Investigation Report. Include pictures, witness statements, and email to the Health and Safety/WSIB Coordinator as soon as possible.
- 4.6 The Principal/Supervisor or designate will report critical injuries, occupational illnesses, fatalities and fires to the appropriate Board officials, and the Site-based JOHSC Worker Member as outlined in Appendix 5.2 of this procedure.
- 4.7 The Health & Safety/WSIB Coordinator, Site-based JOHSC Worker Member and/or other Board's representatives may investigate incidents/injuries whenever necessary.

4.8 In the case of a fatality or critical injury, the Principal/Supervisor, shall inform the Director of Education and the school Superintendent (only in the event of a fatality), the Site-based JOHSC Worker Member(s), the Union President, and the Health & Safety/WSIB Coordinator. The Health & Safety/WSIB Coordinator shall inform the Ministry of Labour of the fatality or critical injury, by telephone, as required by Section 51 of the Occupational Health and Safety Act.

4.9 Subsequent lost-time and/or health care arising out of a reported incident/accident/injury must be reported by the worker to the Principal/Supervisor and the Health and Safety/WSIB Coordinator on the day the lost-time or healthcare is known.

#### 4.10 DUTIES AND RESPONSIBILITIES

##### 4.10.1 Workers

It is the responsibility of the worker(s) to report all incidents/accidents/injuries immediately, complete the necessary forms and cooperate in the investigation. Workers may be required to communicate with the Employee Services department. The incident/accident/injury report form must be completed by the worker, whenever possible.

##### 4.10.2 Principals and Supervisors

It is the responsibility of the Principal/Supervisor to ensure this procedure is understood and implemented, that workers have been properly trained as per this procedure and the reporting and investigation of all incidents are completed within the designated timeframes.

##### 4.10.3 Director or Designate

The Director or designate is responsible for maintaining this program, and providing support to Principals/Supervisors.

#### 4.11 REPORTING REQUIREMENTS FOR WORKERS

All incidents/accidents/Injuries must be reported. The reporting requirements depend on the severity of an injury and are described in Appendix 5.1.

For assistance with the reporting, please visit Ourdock.ca with the following link:

<https://drive.google.com/drive/folders/17FFMp0ayqDnnk4Vs4jnEw0OvoyPBi5tG>

## 5.0 APPENDICES

5.1 DEFINITIONS OF INCIDENT/ACCIDENT/INJURY TYPE CODES

5.2 REPORTING REQUIREMENTS

### DEFINITION OF INCIDENT / ACCIDENT / INJURY TYPE CODES

- 1 **INCIDENT** - An Incident is an unsafe act, an unsafe condition or a combination of both in the work environment which could have resulted in property loss and / or physical harm
- 2 **FIRST AID INJURY** - An injury of such minor nature that treatment can be carried out at the worksite.
- 3 **MEDICAL AID INJURY** - A work-related incident which requires treatment or a service outside of the workplace.
- 4 **LOST-TIME INJURY** - A work-related injury which results in time lost from work beyond the day of the injury.
- 5 **OCCUPATIONAL ILLNESS** - is 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 thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997;
- 6 **STRUCK OR CONTACT BY** - A struck or contact by incident is one in which a person has been contacted either abruptly and forcefully by some object in motion (e.g. box falls off shelf, employee worker jabs pin into finger, person pushing cart runs into person); or, has been contacted non forcefully by some substance or agent which has an injury-upon-contact characteristic, (e.g. employee is splashed by hot or corrosive solution).
- 7 **STRUCK AGAINST OR CONTACT WITH** - A struck against or contact with incident is one in which a person contacts either abruptly and forcefully some object in his surroundings, (e.g. teacher strikes leg against desk, person bumps head against cupboard door); or, comes into contact non-forcefully with some substance or agent capable of producing injury on the basis of mere non-forceful contact, (e.g. electrical shock, hot pipe, employee worker places
- 8 **CAUGHT IN, UNDER, ON OR BETWEEN** - A caught in, under, on or between incident is one in which:
  - a) a person is trapped in some type of enclosure, or a part of a person's body is caught fast in some type of opening, (e.g. a person is caught in an elevator, locked into a room, shut into a boiler)
  - b) a person is caught under an object (e.g. a person has fingers caught under a window)
  - c) a person or some part of their clothing is caught on some producing object (e.g. a person catches hand on sharp edge, catches loose clothing on a revolving spindle or some protruding object)
  - d) a person is pinched, crushed or otherwise caught between either a moving object and a stationary object or between two or more moving objects (e.g. person jams fingers between wheeled cart and a doorway, person catches arm in an elevator door, jammed between a loaded moving cart and a wall).
- 9 **FALL** - A fall incident can be a foot level fall or a fall to below. A slip or trip would be recorded as a foot level fall. A foot level fall occurs when a person falls on the same level on which he was standing or walking, (e.g. person slips and falls to the floor). A fall to below occurs when a person falls to below the level on which he was standing or walking (e.g. person falls from ladder, window, chair or on the stairs).
- 10 **OVER EXERTION / STRAIN** - An over exertion / strain incident is one in which a person puts excessive strain on some part of their body or involves a repetitive body movement (e.g. employee worker strains back or some part of body lifting a student, equipment, supplies, etc..)
- 11 **STUDENT AGGRESSION / VIOLENCE** - A student aggression / violence incident is one in which the **worker** is subjected to an untoward action (or attempt of) by a student, (e.g. student bites, kicks, scratches, twists, strikes, verbal threats, etc.) to the employee worker.
- 12 **WORKPLACE VIOLENCE** - A workplace violence incident (not including student acts) are defined by the Occupational Health and Safety Act as;
  - a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
  - b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
  - c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- 13 **WORKPLACE HARASSMENT** - As defined by the Occupational Health and Safety Act as;
  - a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be know to be
  - b) workplace sexual harassment;
  - c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- 14 **WORKPLACE SEXUAL HARASSMENT** - As defined by the Occupational Health and Safety Act as;
  - a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
  - b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

## REPORTING REQUIREMENTS

### A. No First Aid

ACTION:	RESPONSIBILITY:
1. Complete Employee Workplace Incident/Accident/Injury electronic report form	Worker
2. Complete Principal/Supervisor Investigation electronic report within five (5) business days.	Principal/Supervisor

### B. First Aid

ACTION:	RESPONSIBILITY:
1. Control hazardous conditions	Principal/Supervisor
2. Provide first aid, and record treatment on First Aid Log, if required	Principal/Supervisor/ designated First Aider
3. Complete Employee Workplace Incident/Accident/Injury electronic report form	Worker
4. Complete Principal/Supervisor Investigation electronic report within five (5) business days.	Principal/Supervisor

### C. Medical Treatment/Lost Time

ACTION:	RESPONSIBILITY:
1. Control hazardous conditions	Principal/Supervisor
2. Provide first aid, and record treatment on First Aid Log, if required.	Principal/Supervisor/ designated First Aider
3. Arrange for transportation to doctor/hospital, or call an ambulance - 911, if required. Provide the WSIB Employee Injury Reporting Kit	Principal/Supervisor
4. Complete Employee Workplace Incident/Accident/Injury electronic report form	Worker
5. Offer modified duties immediately, if appropriate.	Principal/Supervisor

6. Complete Principal/Supervisor Investigation electronic report within five (5) business days	Principal/Supervisor
7. Report worker's return to work to the Health & Safety/WSIB Coordinator as soon as possible.	Principal/Supervisor

#### D. Critical Injury

Please refer to Critical Injury List in 3.3 of this procedure.

<b>ACTION:</b>	<b>RESPONSIBILITY:</b>
1. Control hazardous conditions	Principal/Supervisor
2. Do not disturb the site; preserve the scene of the accident	Principal/Supervisor
3. Provide first aid, and record treatment on First Aid Log, if required	Principal/Supervisor/ designated First Aider
4. Arrange for transportation to hospital, call an ambulance - 911. Provide the WSIB Employee Injury Reporting Kit	Principal/Supervisor
5. Inform Site-based JOHSC Worker Member	Principal/Supervisor
6. Call Health & Safety/WSIB Coordinator immediately to report the critical injury	Principal/Supervisor
7. Report accident to the Ministry of Labour	Health & Safety /WSIB Coordinator
8. Complete Employee Workplace Incident/Accident/ Injury electronic report form	Worker
9. Complete thorough accident investigation using the Principal/Supervisor Investigation Report. Include pictures, witness statements and email to the Health and Safety/WSIB Co-ordinator as soon as possible.	Principal/Supervisor
10. Upon return, offer modified duties, if appropriate.	Principal/Supervisor
11. Report worker's return to work to the Health & Safety/WSIB Coordinator	Principal/Supervisor

**E. Fatality (A Senior Board official will inform the worker's family of the fatality)**

<b>ACTION:</b>	<b>RESPONSIBILITIES:</b>
1. Control hazardous conditions	Principal/Supervisor
2. Do not disturb the site, and preserve the scene of the accident	Principal/Supervisor
3. Call 911	Principal/Supervisor
4. Report immediately to the Director of Education, the School Superintendent, the Health and Safety/WSIB Coordinator, and the Site-based JOHSC Worker Member, and Union President	Principal/Supervisor
5. Report fatality to the Ministry of Labour	Health & Safety /WSIB Coordinator
6. Complete Employee Workplace Incident/Accident/Injury report form	Principal/Supervisor or Health & Safety /WSIB Coordinator
7. Complete thorough accident investigation using the Principal/Supervisor Investigation Report. Include pictures, witness statements and email to the Health and Safety/WSIB Coordinator as soon as possible.	Principal/Supervisor