WORKPLACE INJURY REPORTING POLICY

[Organization Name] commits to responding appropriately to all incidents and accidents in the workplace. This policy outlines incident types and reporting procedures. It addresses the roles of all workplace parties, reporting requirements to external authorities, and immediate procedures to take after a workplace incident or accident. This policy complies with the Workplace Safety and Insurance Act (Act) requirements.

SCOPE

This policy applies to all employees of [Organization Name] It applies to any area where employees are performing work-related tasks.

DEFINITIONS

**Incident:** Any event where a workplace injury or illness, damage to property, first aid was administered or a near miss.

**Workplace Injury or Illness:** An injury or illness that arises out of and in the course of employment.

**Critical injury:** 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.

**First Aid Only:** Medical attention is provided to an injured person who is not in health care. Examples include: cleaning minor cuts and applying a bandage, treating a minor burn, applying an ice compress, etc.

**Near Miss/Incident Only:** A work-related incident without personal injury or property damage but with the potential for personal injury or property damage. Examples include a slip and fall, workplace harassment, a bay door falling and nearly striking a person, etc.

POLICY

Reporting Incidents

* Report all incidents to direct supervisors.
* Submit documentation, including complete details of first-aid treatment provided, using the required form.
  + If the employee needs further treatment, the supervisor must either transport him/her to a hospital or pay the cost of transporting the employee to a hospital on the day of injury.
* The supervisor investigates and keeps a detailed record of what happened and the steps taken to correct the issue.
* The supervisor submits the report to concerned parties (e.g., HR, WSIB) based on the type of incident and process required.
* Furnish the human resource (HR) department and the Joint Health & Safety Committee (JHSC) or Health & Safety Representative with a copy of the report.

WSIB Reportable Injuries

An injury becomes reportable to the Workplace Safety and Insurance Board (WSIB) when:

* an employee advises their immediate supervisor that a workplace injury has occurred, and they:
  + Loses time from work (beyond the day of the incident);
  + Earns less than a regular day's pay;
  + Seeks health care or informs the employer they plan to seek health care;
  + Requires modified work at regular pay for more than seven calendar days following the accident date.

Should the supervisor be made aware that any of the above criteria has been met, the supervisor must notify the HR department <or insert alternative person(s) responsible> of the incident.

* The supervisor and/or HR will secure an incident report immediately.
* HR will submit a Form 7 to WSIB within 3 days of the incident or after 7 days if the employee has been on modified work at regular pay.
* Whenever possible, should the employee require to seek health care or makes the employer aware that they intend to seek health care, the supervisor and/or HR must immediately provide the employee with a Functional Abilities Form (FAF) which the employee will be instructed to have completed by their treating health care practitioner.
* The employer will make the necessary arrangements for the injured worker to receive health care. This may include transportation via ambulance, taxi, another employee providing a ride, etc.
* The employee will be paid their full wage for the day of the accident.
* The employee would be expected to return to work, in coordination with the HR department, to perform available modified duties. Modified duties will be based on the availability of duties that suit the restrictions and capabilities of the worker as set out in the FAF.

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[Organization Name] will report a workplace injury or illness to WSIB following the guideline herein:

* [INSERT TITLE/DEPARTMENT, e.g. HR department] will submit a [Form 7](https://www.wsib.ca/sites/default/files/2021-04/0007a_0.pdf) to WSIB within three (3) days of learning about it if the employee:
  + needed treatment from a health professional, or
  + was absent from work, or
  + earns less than regular pay (e.g. working fewer hours or being paid less per hour).
* Modified Work: Even if an employee doesn’t need treatment from a health professional, [Organization Name] will report the injury or illness if the employee is doing modified work, which means any change in their regular job while recovering from an injury or illness for with a Functional more than seven (7) days (at regular pay).
  + In this case, [INSERT TITLE/DEPARTMENT, e.g. HR department] will report to WSIB on the eighth (8th) day of modified work.
* [INSERT TITLE/DEPARTMENT, e.g. HR department] will provide a copy of the employee's injury or illness report.
* Whenever possible, if the employee seeks health care or makes [Organization Name] aware that the intent to seek health care, the [INSERT TITLE/DEPARTMENT, e.g. HR department] must immediately provide the employee Functional Abilities Form (FAF) and instruct the employee to have it completed by their treating health care practitioner.

Non-WSIB Reportable Injuries

* An injury that does not require health care treatment need not be reported to the WSIB but is nonetheless subject to the process of incident reporting as outlined in this policy.
* These incidents include property damage, near misses, and injuries where first aid or no treatment was provided.
* If eventually, an employee seeks medical treatment or loses time due to the initial incident, the WSIB process must be initiated. The date of claim is the date of the incident as documented in the incident report.

Critical Injury

In the case of a critical injury, the supervisor must take the following steps:

1. Secure and manage the accident scene
   * Immediately report critical injuries or a fatality to a supervisor or manager.
   * Initiate first aid and call 911
   * Secure the scene but do not alter the accident site.
2. Notify appropriate parties
   * Upon receiving notice of a critical injury or fatality, [INSERT TITLE/DEPARTMENT, e.g. HR department]shall notify the JHSC or Health and Safety Representative and Union immediately, if applicable and provide a written report within X hours.
3. Investigate
   * The Health and Safety representative or JHSC may investigate the critical injury. Report to WSIB and all appropriate internal parties with deadlines set forth by the Act.

Responsibilities of Employees

* Immediately report work-related injuries, incidents, and near misses to supervisors and HR.
* Complete [WSIB Form 6](https://www.wsib.ca/en/workers-eform6) if the injury or illness is reportable to the WSIB; provide supervisor or HR a copy of the form.
* Participate in practical modified work when provided.

Responsibilities of the Joint Health and Safety Committee

* A designated worker member will investigate critical injuries and other serious incidents.
* Review incident reports and make recommendations for corrective actions to management.
* Protect the privacy of employees concerning injury/incident information in their files.