## WORKPLACE INCIDENT & ACCIDENT REPORTING

It is the commitment of [Organization Name] that all incidents and accidents must be reported to the organization and responded to appropriately. This policy will outline the types of incidents and accidents, and the respective reporting process for each. In doing so, this policy will address the roles of all workplace parties, the reporting requirements to external agencies and the immediate steps that should be taken in response to a report of a workplace incident or accident.

SCOPE

This policy applies to all employees, volunteers, contractors and consultants in conjunction with any employee agreements. It applies to any location in which you are engaged in work-related activities.

DEFINITION

**Incident:** Any event where there was 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.

**Lost Time:** Any absence from work (except the date of the incident) as a result of a work-related injury.

**Health Care**

Health care includes:

* Services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist) Health care ‘services’ must be rendered.
* Services are provided at hospitals and health facilities. Health care ‘services’ must be rendered.
* Prescription drugs.

**First Aid Only:** Medical attention that is provided to an injured person that is not 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.

**Property Damage:** An incident that results only in damage to facilities, equipment, tools or vehicles without injury to an employee.

POLICY

**Reporting Incidents**

* All incidents will be reported to their immediate supervisor. Incidents include accidents, workplace injuries and illnesses, incidents of property damage and near misses.
* All incidents must be recorded and submitted to their immediate supervisor. The incident may be recorded via hard copy (paper) and must include the following information:
	+ The name of the people involved
	+ The date and time
	+ Location
	+ Description of events, and
	+ Any response or actions are taken in response (i.e. first aid was provided)
	+ Their immediate supervisor will submit the incident report to the appropriate party or parties based on the type of incident and process required (listed below).
	+ A copy of all incident reports will be provided to the Joint Health & Safety Committee.

**Critical Injury**

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

*(These steps serve as a brief outline of the process that must be followed via the Occupational Health & Safety Act/Regulation. A critical Injury policy is recommended.)*

Step 1 – Secure and manage the accident scene

* Immediately report critical injuries or a fatality to Their immediate supervisor.
* Initiate first aid and call 911
* Secure the scene but do not alter the accident site.

Step 2 – Notify appropriate parties

* Upon receiving notice of a critical injury or fatality, the worker shall immediately notify the Ministry of Labour, and the Joint Health & Safety Committee, and provide a written report within 48 hours.

Step 3 – Investigation

* The Joint Health & Safety Committee may investigate the critical injury. Report to MoL and all applicable internal parties with the deadlines as prescribed by the *OH&SA/Regulation*.