

ACCIDENT REPORTING PROCEDURE

PURPOSE

This procedure outlines the reporting requirements for accidents, occupational illnesses and incidents which result in or have the potential to result in personal injury or property damage. The procedure covers employees, students, visitors and other persons on university premises.

DEFINITIONS

Critical Injury

As defined in Ontario regulation 834 (R.R.O.1990) a "critical injury" 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.

Occupational Illness

An 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.

Occupational illness normally develops over a period of time and the diagnosis of an occupational illness should be made by a qualified physician.

Reportable Incidents

For purposes of incident reporting within the University a reportable incident is one which:

- (a) results in personal injury (including injuries requiring first aid or an occupational illness), lost time from work or property damage;
- (b) has the potential to result in personal injury or property damage even though no injury or damage actually occurred;
- (c) involves a fire or explosion;
- (d) occurs to any person on university premises;
- (e) occurs to a university employee during the course of his/her work either on or off university premises;
- (f) occurs to a student during the course of his/her classroom, laboratory or field work;
- (g) occurs to a student during the course of a work placement (either paid or unpaid) which forms part his/her university curriculum;
- (h) occurs during the course of athletic activities taking place on university premises or off university premises when under the sponsorship of the university.

LEGAL REQUIREMENTS

1. Where a person is killed or critically injured from any cause at a workplace the following must be immediately notified by telephone or other direct means and a written report prepared within 48 hours:

- (a) a Ministry of Labour Inspector;
- (b) the joint health and safety committee; and
- (c) the trade union, if any.

The reporting requirements must be followed not only for employees, but also for students and visitors.

2. Where a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion or fire the following must be notified in writing within 4 days:

- (a) A Ministry of Labour inspector
- (b) the joint health and safety committee;
- (c) the trade union, if any; and

The reporting requirements must be followed for employees, students and visitors.

3. Any incident involving health care (from a medical practitioner), lost time from work, or an occupational illness or disease must be reported to the Workplace Safety and Insurance Board. This includes accidents to staff or students which take place outside Ontario when the individual is engaged in university business. (This reporting is done by the Human Resources Department on the WSIB Form 7).
4. Students who are required to participate in unpaid work placements with an external employer as part of a requirement for their degree are eligible for coverage through the Workplace Safety and Insurance Board should they suffer a work-related injury or illness. Any such incidents must be reported promptly (within 24 hours) to the student's department and to Human Resources.

Note: It is the responsibility of the Human Resources Department to make all of the notifications to the appropriate government agency.

PROCEDURE

1. All staff are responsible for ensuring that all accidents/incidents involving themselves, their students or guests are reported according to this procedure. Students are responsible for ensuring that accident/incidents involving themselves are reported.
2. All "reportable" incidents must be reported within **24 hours** using the online ["Accident/Injury Report Form"](#).
3. Copies of the form are sent to Human Resources, the Health and Safety Officer, the injured party, and the individual's supervisor. In the case of a student, a copy is sent to the Insurance and Risk Manager.

4. In case of a “critical injury” the priority is to obtain prompt treatment for the individual involved. Call 911, contact Campus Security at x2400, and the Campus Health Centre at x3037. After appropriate treatment has been given, complete the “[Accident/Injury Report Form](#)” and inform Human Resources by telephone that a critical injury has occurred.
5. The Human Resources department is responsible for informing the Ministry of Labour and the joint health and safety committee of the critical injury.
6. The Human Resources Department is responsible for reporting to the Workplace Safety and Insurance Board and follow up of all claims.
7. The Human Resources Department is responsible for preparing a monthly report to the joint health and safety committee on all workplace accidents/incidents.
8. In the case of an accident involving an employee, the supervisor is responsible for promptly investigating the circumstances of the accident and preparing a written report on the accident including any steps to be taken to prevent a recurrence. In investigating the accident, the supervisor, should, if possible, inform the worker co-chair of the joint health and safety committee to assist in the investigation. This report is to be sent to the joint health and safety committee and the Dean of the Faculty (if applicable).
9. In the case of an accident to a student during the course of his/her classroom, laboratory or field work, the supervisor of the activity is responsible for promptly investigating the circumstances of the accident and preparing a written report on the accident including any steps to be taken to prevent a recurrence. In investigating the accident, the supervisor should, if possible, inform the worker co-chair of the joint health and safety committee to assist in the investigation. The report is to be sent to the joint health and safety committee and to the Dean of the Faculty in which the student is registered.
10. In the case of a student on a work placement, the department in which the student is registered shall request the placement employer to provide a written report on the circumstances of the accident including any steps to be taken to prevent a recurrence. This report shall be sent to the Dean of the Faculty in which the student is registered.
11. Any injury taking place during the course of University-sponsored athletic activities shall be investigated by the Director of Athletics and a report prepared on the circumstances. An Accident/Injury report must also be filled out at the time of the occurrence. In case of a critical injury, the Department of Human Resources shall be immediately informed.
12. Any injury to any other person on the University campus shall be investigated at the discretion of either co-chair of the joint health and safety committee. The committee shall review the circumstances of the accident and make any recommendations for preventive measures to the appropriate person in the University.
13. The Human Resources Department shall keep and maintain statistics on all accidents/incidents and prepare regular monthly reports to be provided to the joint



health and safety committee, the Deans of the Faculties, the Human Resources Department, the Provost and the Board of Governors.

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