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INTRODUCTION

This Accident Investigation and Reporting Procedures Program, is designed to achieve four basic goals;

1. Ensure that concise and detailed investigations are performed
2. Ensure proper internal and external reporting procedures
3. Rectification of unsafe procedures or conditions
4. Help injured Workers return to the workplace

To achieve the above, mentioned goals, the group of persons who will be involved in this program shall include:

- all supervisory staff
- selected Joint Health and Safety Committee (JHSC) members or worker representatives
- claims control personnel

Through training and the implementation of this program, we will teach the above, mentioned personnel how to quickly and effectively react to accidents/ incidents, conduct fact finding investigations and help injured workers return to the workforce.

The procedures outlined in this segment of the Health and Safety program, will serve as a source of information for persons required to perform the tasks of investigating and reporting accidents and will include the following information;

- classification of accidents/incidents types and severity
- procedures for reporting accidents/incidents
- procedures for conducting accident/incident investigations
- blank forms to be used for reporting accidents/incidents and conducting complete investigations

Responding promptly and efficiently to accidents/incidents, will help ensure that injuries sustained by workers involved in workplace accidents receive the appropriate medical treatment and that every effort is made to ensure that a similar type of accident does not occur. When workplace accidents do occur, the company will comply with all legislative requirements set forth by the Workplace Safety and Insurance Board and the Ministry Of Labour (investigations, reporting) safely returning our injured Workers to the workplace.

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TERMS AND/OR DEFINITIONS

Workplace Safety and Insurance Board (WSIB)

Ontario's Workplace Safety and Insurance Board (WSIB) will play a key role in the province's occupational health and safety system. It has a mandate to implement control strategies for the prevention of accidents, facilitate return to work and provide insurance for injuries and illness incurred in the workplace. This body is entirely funded by Ontario employers.

WSIB Form 7 (employers report of accidental injury)

The WSIB Form 7 is a triplicate form (copy to WSIB, Worker and Employer) completed by the employer, informing the WSIB that a worker has sustained (or alleges to have sustained) a workplace injury requiring treatment from a Health Care Professional.

NOTE :

- this Form must be sent to the WSIB within three days of the injury being reported to
- the employer
- the worker claiming the injury must also **sign** a consent clause on the Form 7 or the WSIB Consent Form, stating that the Health Professional may release functional abilities information for the sole purpose of facilitating the workers early and safe return to work (failure to sign the consent on at least one of the forms may result in a delay, if not denial of, the workers right to benefits)

Functional Abilities Form

This form is a triplicate form to be completed by the Employer and the Health Care Professional. This form is designed to facilitate the first step in the early and safe return to work process for the injured worker.

After assessing the injured worker, the Health Care Professional will identify on the form if the injured worker is capable of returning to work immediately with or without physical restrictions. Subsequently if physical restrictions are required, the Health Care Professional will define the injured workers capabilities and provide general comments/specific limitations.

WSIB Consent Section

The WSIB Consent Section must be **signed** stating that the Health Professional may release functional abilities information for the sole purpose of facilitating the workers early and safe return to work (failure to sign the consent on at least one of the forms may result in a delay if not denial of the workers right to benefits)

Imminent Danger

Imminent Danger is a threat to safety or health that could occur at any moment without warning.

Incident

An Incident is a "near miss" or near accident, which does not result in personal injury but **may** result in damage to property or materials.

Accident

An accident is an undesired event that results in harm to people and/ or damage to property, materials or things.

ACCIDENT/INCIDENT CLASSIFICATIONS

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First -Aid Accident

An accident that results in minor cuts, bruises, abrasions, etc., however, does not require treatment from a Health Care Professional.

Medical Aid Accident (No Lost Time)

Injury sustained requiring treatment from a Health Care Professional with **NO LOST TIME** beyond the next regular shift.

Lost Time Accident

An injury sustained requiring treatment from a Health Care Professional and resulting in lost time beyond the next regular shift following the date of accident.

Critical Injury

An injury of a serious nature which;

- places life in jeopardy;
- produces unconsciousness;
- results in a substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a hand, arm, foot or leg 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.

Other Reportable Incidents

- A worker falling a distance of 3 metres or more
- A worker who falls and whose fall is arrested by a fall arrest system
- A worker becoming unconscious for any reason
- Accidental contact by a worker or by a worker's tool or equipment with energized electrical, installations or conductors
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts
- Structural failure of all or part of falsework designed by, or required by Reg. 213/91 to be designed by a professional engineer
- Structural Failure of a principal supporting member, including a column, beam, wall or truss of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or part of an earth -or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, cofferdam or trench.
- Failure of a wall of an excavation or a similar earthwork with respect to which a professional engineer has given written opinion that the stability of the wall is such that no worker will be endangered by.
- Overturning or the structural failure of all or part of a crane or similar hoisting device

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INCIDENT/ACCIDENT PROCEDURES

On the following pages are procedures to be used when incidents or accidents occur in the workplace. These procedures will identify actions to be taken.

INCIDENTS

Incidents are commonly known as "Near Misses". When incidents occur, it becomes vitally important that they are promptly reported and investigated.

Recognition of incidents by all Workers can become a very important step in the prevention of workplace accidents. When incidents are not reported, hazards may be imminent in the workplace and result in costly accidents (injuries to workers or property damage).

Supervisor

1. Secure the scene of the incident and ensure the safety of workers in the area.
2. Notify Senior Management immediately and initiate an investigation when granted permission from Senior Management. Use the enclosed investigation forms.
3. Involve JHSC member, when required.
4. Complete investigation reports and forward to Senior Management. For Ministry Of Labour "reportable incidents" contact Senior Management immediately and request the assistance of the Safety Consultant.
5. Implement corrective actions to prevent a recurrence (document/log actions)

Senior Management:

1. Contact the Safety Consultant and request assistance with the investigation and completion of Notices to the Ministry Of Labour (when required).
2. Review of the "Notice" to the Ministry Of Labour prior to delivery
3. Review the investigation reports and take corrective actions, which meet the legislative requirements. Implement corrective actions company wide (when required)
4. Provide copies of the investigation reports to Governing Authorities (ensure confidentiality)
5. For **reportable incidents**, contact the necessary authorities and provide the required reports to the Ministry Of Labour within the allowable time frames

Claims Control Personnel (Head Office)

- N/A

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FIRST AID ACCIDENTS

Workers sustaining injuries at the workplace are entitled to First-Aid treatment. The following is a procedure that should be followed when First-Aid treatment is required.

Worker

1. Must advise the First -Aid trained person of their injury.
2. Only authorized (first-aid trained personnel) are to access the first-aid stations.

First - Aider

1. Assess the workers injury; if additional assistance is required give precise directions to the nearest worker to seek assistance (e.g. call 911, give address and wait at phone or direct ambulance to the accident scene).
2. Ask for permission from the injured worker prior to administering First-Aid and continue only if permission has been granted. If permission is not granted, inform your Foreman immediately.
3. If the injured worker requires non-emergency medical treatment, advise the Foreman immediately. (Arrangements will be made to transport and accompany worker).
4. Document/log the treatment provided and distribute the forms accordingly.

Note: *the person administering First Aid, must use **Latex Medical gloves** when attending to injuries resulting in loss of blood by the injured worker.*

Supervisor

1. Arrange modified work for the injured worker, if required.
2. Investigate the accident if required and implement corrective actions.

Joint Health and Safety Committee

1. To review all first-aid log book entries on a monthly basis.
2. Discuss possible corrective actions

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MEDICAL AID ONLY - NO LOST TIME ACCIDENTS

Worker

1. Must report the accident to their Foreman immediately.
2. If First-Aid is required, they must seek the assistance of the First-Aid trained person.

First-Aider Follow all steps outlined in the First-Aid accident procedures_

Supervisor

1. Take control of the accident scene, ensure that the safety of the injured worker and all workers in the vicinity is not jeopardized any further by machinery, equipment or materials involved in the accident.
2. Make arrangements to have the injured worker transported to a medical facility (e.g. doctor's office, medical clinic or the Hospital). Accompany personally or have a co-worker accompany the injured worker.
3. Prior to sending the injured worker for medical treatment, obtain the letter to the Health Care Professional, WSIB Consent Form, and the Functional Abilities Form, complete the first section and instruct the injured worker to provide it to the attending physician and return it upon completion.
4. Notify Senior Management, Safety Consultant and Claims Control Personnel immediately and initiate an investigation when granted permission from Senior Management.
5. Involve the Joint Health and Safety Committee in the Investigation if required.
6. Provide completed investigation forms to the Safety Consultant and Senior Management within one working day of the occurrence.
7. If required, assist in determining Modified Work

Senior Management

1. Notify the Claims Control Personnel
2. Review the Investigation Report with the investigators and help implement Corrective Actions.
3. Forward the completed Investigation Report, WSIB Consent Form and Functional Abilities Form to Claims Control within two working days of the occurrence. (Confirm receipt)
4. If required, assist in determining Modified Work.

Claims Control Personnel (Head Office)

Review the Accident Investigation, Complete the Workplace Safety and Insurance Board (WSIB) "Form 7". Ensure that the following statement is included in the Claims Information section - "MEDICAL AID ONLY, NO LOST TIME". (Must be sent to the WSIB within three working days of the accident)

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LOST TIME ACCIDENTS

Supervisor

1. Take control of the accident scene, ensure that the safety of the injured worker and all workers in the vicinity is not jeopardized any further by machinery, equipment or materials involved in the accident.
2. Make arrangements to have the injured worker transported to a medical facility (e.g. doctors' office, medical clinic or hospital. Accompany personally or have a co-worker accompany the injured worker.
3. Prior to sending the injured worker for medical treatment, obtain the letter to the Health Care Professional, WSIB Consent Form, and the Functional Abilities Form, complete the first section and instruct the injured worker to provide it to the attending physician and return it upon completion.
4. Notify Senior Management, the Safety Consultant and Claims Control Personnel immediately and initiate an investigation when granted permission from Senior Management.
5. Involve the Joint Health and Safety Committee in the Investigation if required.
6. Provide completed investigation forms to the Safety Consultant and Senior Management within one working day of the occurrence.
7. If required, assist in determining Modified Work.
8. Only allow back into the workplace injured workers who have written medical clearance. Immediately notify Claims Control of returning injured workers.

Senior Management

1. Notify the Claims Control Personnel.
2. Contact The Safety Consultant and request an investigation be conducted. Review all reports and help implement Corrective Actions.
3. Forward the completed Investigation Report, WSIB Consent Form and Functional Abilities Form to Claims Control within two working days of the occurrence. (Confirm receipt)
4. If required, assist in determining Modified Work.

Claims Control Personnel (Head Office)

1. Review the Investigation Report, WSIB Consent Form and complete the Form 7 and send it to the WSIB within three working days of the accident.
2. Determine the status of the injured worker through contact with the Foreman and Senior Management.
3. Upon the injured workers return to work, complete the WSIB Form 9 and send to the WSIB immediately.
4. Notify the WSIB within 10 days of any material change in circumstances (i.e. loss of earnings, return to regular duties after performing modified duties, etc.)

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CRITICAL INJURY ACCIDENTS

First-Aider

Follow First-Aid Accident procedures Comfort the injured worker if possible and wait for assistance (when required).

Foreman

1. Take control of the accident scene, ensure that the safety of the injured worker and all workers in the vicinity is not jeopardized any further by machinery, equipment or materials involved in the accident.
2. Assist the First-Aider and determine the degree of medical treatment required.
3. Call for an ambulance and ensure that a co-worker or a Foreman accompanies the injured worker to the Hospital. Make arrangements with the injured worker to contact the injured worker's family and inform them of the accident.
4. **Secure** the accident scene and ensure that the accident scene is not disturbed.
5. Do not allow crowds to gather (attempt to clear the area).
6. Notify Senior Management, Safety Consultant and the Claims Control Personnel and ensure that the MOL has been contacted.
7. Wait for instructions from the Ministry of Labour Officer, before proceeding with an accident investigation. Segregate witnesses if possible.
8. Once, the MOL Officer has given you permission to proceed with the accident investigation, you may begin. This investigation should be conducted with the assistance of a Joint Health and Safety Committee member.
9. Review the reports with Senior Management and the Safety Consultant.
10. Maintain contact with the injured worker.
11. Only allow back into the workplace injured workers who have written medical clearance. Immediately notify Claims Control of returning injured workers.

Senior Management

1. Ensure that the Foreman has followed the above noted procedures.
2. Make arrangements to contact the MOL Officer and advise of the accident. A "Notice Of Occurrence" must also be sent to the MOL within 48 hours.
3. Proceed to the jobsite to greet and accompany the MOL officer.
4. Make arrangements to have the Functional Abilities Form (with the accompanying letter) and the WSIB Consent Form taken to the worker (assist the worker in the completion of the WSIB Consent Form if required).
5. Review and follow-up the Accident Investigations with the investigators and help implement changes and Modified Work. Forward the reports and follow-up actions to Claims Control within two working days

Claims Control

1. Follow the same procedures used for Lost Time Accidents.

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CATASTROPHIC/FATAL ACCIDENT PROCEDURE

Foreman

1. Secure the accident scene and move all workers away from the accident scene and into other areas of the site (remote from the accident scene). Ensure that a management member remains in with the awaiting workers until further instructed. (the accident scene is not to be disturbed until a complete investigation has been performed by the authorities and permission has been granted)
2. Notify the Local Police department and/or Fire department (911 where applicable) **Senior Management and/or the most senior management staff member** immediately.
3. Secure the premises and ensure that only emergency services and police are allowed on the premises.

Senior Management

1. Senior Management shall notify the following persons immediately;
 - Ministry of Labour
 - Corporate Health and Safety Lawyer
 - Victim's Family
2. Arrange for immediate post event psychological care of the work force and the Victim's Family.
3. Brief the highest level of management available, on the events surrounding the occurrence.
4. Seek legal counsel from a law firm specializing in Occupational Health Safety and follow the advice provided.
5. Inform the press that no statements will be available, nor, will questions be answered until the investigation into the occurrence has been completed and reviewed.
6. Upon completion of the investigation, Senior Management will hold a news conference, give a prepared statement and answer questions.
7. Hold a meeting with the workforce immediately and/or on the following workday informing them of the events surrounding the incident, assuring them that you have and/or will be taking all the necessary steps to ensure that there is not a recurrence of such an event.

NOTE: Only Senior Management or a designee will be allowed to discuss the occurrence with the media.

Claims Control

1. Follow same procedures used for Critical Injury Accident, ensure absolute confidentiality of information.

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POLICY FOR TRANSPORTATION OF INJURED WORKERS

The following is the Policy for the transportation of injured workers to the Hospital, doctors' office or medical walk in clinic.

1. In cases of serious accidents, where the possible improper movement (transportation) of an injured worker could result in further injuries or unnecessary pain to the injured worker, an ambulance must be called (911 where applicable)
2. In cases when it is deemed necessary (after First-Aid has been administered) to have the injured worker seek further medical treatment and the transportation of the injured worker is not going to cause further injuries or pain to the worker, the Foreman will make arrangements with any of the following Taxi companies to pick up the injured worker immediately;

- _____
- _____

The company has a billing arrangement with the above listed Taxi companies. Upon delivery and pick-up of the injured worker to and from the Medical Facility, a receipt will be given to the Worker with instructions to forward the receipt to their Foreman. No money will be required to be given to the driver.

Notes:

- Under no circumstances is a Supervisor to allow a worker who sustains a workplace injury to transport themselves to a medical facility or doctor's office.
- If the injured worker has reservations about receiving Medical treatment, is nervous and/or does not speak English fluently, a co-worker who speaks the injured workers native language and English must be sent with the injured worker to the medical facility.