



## **SAFETY PROCEDURE - INJURY & ILLNESS REPORTING**

**EFFECTIVE DATE: March 1, 2007**

### **1. PURPOSE**

The purpose of this procedure/guideline is to outline the requirements, methods and outcomes of reporting all occupational injuries and illnesses.

### **2. SCOPE**

The following categories of injury and illnesses will be reported, regardless of the nature or severity of the event:

- Fatality
- Critical Injury/Illness
- Lost time Injury/Illness or one involving Health Care Only
- First Aid
- Occupational Illness
- Property Damage
- Near Miss
- Fire
- Environmental Release

#### **• Definitions**

- *Injury* - An event that results in physical harm to an employee
- *Illness* – A deviation from the normal, healthy, state of the body

### **3. ROLES & RESPONSIBILITIES (Employee, Manager/Supervisor, First Aid Provider)**

#### **i)Employee**

- an employee who sustains an injury or becomes ill as a result of workplace conditions or work activity must verbally report the injury or illness to any manager/supervisor immediately (not necessarily their own)

- if, because of the nature of the injury or illness, an employee is unable to report, it is the responsibility of another worker, who happens upon the incapacitated worker, to promptly report the event to the manager/supervisor

#### ii) Manager/Supervisor

The manager/supervisor of the area, upon being notified of the injury or illness shall:

- promptly ensure that first aid is administered by a qualified first aider
- ensure the employee is given subsequent medical treatment if necessary; and that such treatment is recorded
- additional rescue/response (e.g. SERT, Hazmat) teams are notified as necessary
- complete an Accident/Incident Reporting Form and distribute to the employee. If the following occurs: fatalities, critical injuries, lost time, occupational illness, property damage, fire and environmental release, refer to the Accident/Incident Investigation procedure. An investigation is required and the completed Investigation Report is then distributed to the appropriate parties including the employee, budget head/chair, manager/supervisor, Workplace Health, the applicable union/employee group
- ensure the appropriate personnel (i.e. the employee, budget head/chair, manager/supervisor, Workplace Health, Rehabilitation Services, Occupational Health and Safety, the applicable union/employee group) within the organization are notified
- follow up by direct supervisor with injured employee for injuries of a non-lost time nature to ensure onset of pain has not manifested itself

#### **4. Communication**

This procedure is communicated to all managers/supervisors and employees through training courses from Occupational Health and Safety (Health and Safety Orientation training for New Employees and Supervisor/Leader Accountabilities for Health and Safety), postings on health and safety bulletin boards, Health and Safety Committees (departmental and JOHSC), coaching of employees by managers/supervisors found to have contravened the procedure. This procedure is also reviewed annually through applicable performance reviews.

#### **5. Evaluation**

Employee compliance with the injury/illness reporting procedures are monitored regularly as part of the manager/supervisor's responsibilities and as part of an overall review of the OH&S system. The procedure will be reviewed annually to ensure it remains current by Occupational Health and Safety.