

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Injury/Illness Reporting	Code: HS010
		Date of Issue: 12/2005
		Revised: May 2009
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PURPOSE:

To outline the requirements, methods and outcomes of reporting all occupational injuries and illnesses.

SCOPE:

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

1. fatality
2. critical injury/illness
3. lost time injury/illness or one involving health care only
4. first aid
5. occupational illness
6. property damage
7. near miss
8. fire
9. 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.

ROLES AND RESPONSIBILITIES:

Employee:

1. A worker who sustains an injury or becomes ill as a result of workplace conditions or work activity must report the injury or illness to a Manager/On-Call Supervisor/Director immediately.
2. If, because of the nature of the injury or illness, an employee is unable to report, it is the responsibility of another worker, who witnesses the injury/illness, to promptly report the event to a Manager/On-Call Supervisor/Director.
3. Complete an incident report within 24 hours and any related WSIB paperwork as required.
4. Have a Functional Abilities Form (FA) completed by a health care practitioner prior **to the start of the next shift** if Health Care is required and as a result requires modified duties or modified hours.

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Managers/On-Call Supervisors/Director:

1. The Manager/On-Call Supervisor/Director, upon being notified of the injury or illness, shall:
 - promptly ensure that first aid is administered, up to and including transportation to the hospital.
 - ensure the employee is given subsequent medical treatment if necessary; and that such treatment is recorded.
 - notify Director of Finance and Finance and Administration and/or the Executive Director at the first opportune moment.
 - follow the Case Management Checklist.
 - advise the employee of next steps dependent on the situation.
 - notify on-call of next steps dependent on the situation.

COMMUNICATION:

1. This procedure is communicated to all managers, supervisors and employees through:
 - distribution to Administration Manuals
 - orientation of new employees
 - coaching of employees found to have contravened this procedure
2. Managers/ On-Call Supervisors and Directors are trained in their roles to administer this procedure regarding documentation, distribution, and safe keeping of confidential material.

EVALUATION:

1. Worker compliance with the illness and injury reporting procedures are monitored regularly as part of an overall review of the OH&S system. The procedure will be reviewed annually to ensure it remains current and effective.

FORMS REQUIRED:

- Case Management Checklist
- WSIB Functional Abilities Form
- Form 6
- Form 7
- Employee Advisement Letter