

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: G-02
POLICY: Employee Incident/Accident Reporting			
DATE: MAY30/01	REV. DATE: FEB26/15	COVERAGE: All Employees (Except from Homes and Emergency Services)	PAGE #: 1 of 3

POLICY STATEMENT:

The County of Renfrew recognizes that the prompt reporting of all incidents, accidents, occupational injuries/illnesses allows for the prompt collection of accurate information, investigation, and initiation of corrective actions to prevent re-occurrences, facilitates rehabilitation, recovery and fosters compliance with the *Occupational Health and Safety Act* and *Workplace Safety Insurance Act* legislation.

PROCEDURE:

1. All incidents, accidents, occupational injuries/illnesses occurring while employees are working for the County of Renfrew must be reported immediately to the employee's Supervisor:
 - (a) A 'no treatment injury' is an injury that does not require any treatment (e.g. bruised finger). In the event of a no treatment injury:
 - (i) The employee will report the injury to his/her supervisor.
 - (ii) The supervisor will record the injury in the 'First Aid Report Book', which is located in the First Aid kit.
 - (iii) Immediately after the incident, accident, occupational injury/illness the supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage.
 - (b) A 'First Aid injury' is an injury that can be treated at the work site and does not require treatment from a health care professional (e.g. cut finger that requires a band aid only). In the event of a First Aid injury:
 - (i) First Aid treatment is provided and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit.
 - (ii) The employee will report the injury to his/her supervisor.
 - (iii) Immediately after the incident, accident, occupational injury/illness the supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage.
 - (c) A 'medical aid injury' is an injury that requires treatment from a health care professional, but is not of a critical nature (e.g. cut finger that requires stitches from a physician). In the event of a medical aid injury:

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- (i) First Aid treatment is provided and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit.
 - (ii) The employee, with the supervisor or his/her designate (if deemed necessary), will proceed to the emergency department of the nearest hospital.
 - (iii) Immediately after the incident, accident, occupational injury/illness the supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage.
 - (iv) The supervisor will conduct an investigation immediately, or as soon as possible, following the incident/accident.
 - (v) The supervisor will complete page two (2) of the Employee Incident/Accident Report (**Appendix A**) and obtain statements from witnesses using the Witness Statement Form (**Appendix B**).
 - (vi) The employee will complete page one (1) of the Employee Incident/Accident Report (**Appendix A**).
 - (vii) The completed form with attached Witness Statements is forwarded to the Human Resources Coordinator for further processing.
- (d) A 'critical injury' is an injury of a serious nature that places a life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or a toe, involves the amputation of a leg, arm, hand, foot, but not a finger or a toe, consists of burns to a major portion of the body, and/or causes the loss of sight in an eye. In the event of a critical injury:
- (i) First Aid treatment is provided and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit.
 - (ii) Transportation for the injured employee(s) is arranged to a location where professional health care can be delivered.
 - (iii) Immediately after the incident, accident, occupational injury/illness, the supervisor, or his/her designate, will ensure the safety of employees, the public, equipment and facilities from further injury or damage.
 - (iv) The Ministry of Labour, Chief Administrative Officer/Clerk, Joint Health & Safety Committee and Department Head are notified immediately.

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- (v) The supervisor will conduct an investigation immediately, or as soon as possible, following the incident/accident.
- (vi) The supervisor will complete page two (2) of the Employee Incident/Accident Report (**Appendix A**), and obtain statements from witnesses using the Witness Statement Form (**Appendix B**).
- (vii) The employee will complete page one (1) of the Employee Incident/Accident Report (**Appendix A**).
- (viii) The completed form with attached Witness Statement(s) is forwarded to the Human Resources Coordinator for further processing.

Refer to *Occupational Health and Safety Act – O. Reg. 67/93*.

2. The County has a return to work policy in effect (see Corporate Policy G-05 – Return to Work Program - Temporary Accommodations) and will work in cooperation with the employee and health care professionals with early intervention and return to safe work for ill and injured workers.

APPENDIX A:

Form G-02A: Employee Incident Accident Report Form

APPENDIX B:

Form G-02B: Witness Statement