

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident Reporting			
<b>DATE:</b> MAY30/01	<b>REV. DATE:</b> OCT28/09	<b>COVERAGE:</b> All Employees (Except from Homes and Emergency Services)	<b>PAGE #:</b> 1 of 4

**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; and
    - (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;

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- (ii) the employee will report the injury to his/her Supervisor; and
  - (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:

First Aid treatment is provided and the treatment is recorded in the 'First Aid Report Book', which is located in the First Aid kit;

- (i) the employee, with the Supervisor or his/her designate (if deemed necessary), will proceed to the emergency department of the nearest hospital;
- (ii) 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;
- (iii) the Supervisor will conduct an investigation immediately, or as soon as possible, following the incident/accident;
- (iv) the Supervisor will complete page two (2) of the Employee Incident/Accident Report and obtain statements from witnesses using the Witness Statement form;
- (v) the employee will complete page one (1) of the Employee Incident/Accident Report; and
- (vi) the completed form with attached Witness Statements is forwarded to the Human Resources Coordinator for further processing; and

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- (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;
  - (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, and obtain statements from witnesses using the Witness Statement form;
  - (vii) the employee will complete page one (1) of the Employee Incident/Accident Report; and
  - (viii) the completed form with attached Witness Statement(s) is forwarded to the Human Resources Coordinator for further processing.

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

2. The County has a Return to Work policy in effect (Policy No. G-05) 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:**

[Employee Incident Accident Report Form](#)

**APPENDIX B:**

[Witness Statement](#)