

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

INJURY, ILLNESS AND INCIDENT REPORTING

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE	
<p>The purpose of this procedure is to ensure all injuries, illnesses and incidents are reported. Once reported, the company can identify all immediate and root causes and implement corrective actions, ensuring every precaution reasonable is taken for the protection of the workers.</p>	
SCOPE	
<p>This standard applies to all employees, contractors, and visitors.</p>	
RELATED DOCUMENTATION	
<p>Internal</p> <ul style="list-style-type: none"> • Health and Safety Objectives • Injury, Illness and Incident Reporting Form • WSIB' <i>In Case of an Injury at Work Poster</i>' (Form 82) • Ministry of Labour <i>Health & Safety at Work Prevention Starts Here</i> poster <p>External</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act • Workplace Safety and Insurance Board 	
DEFINITIONS	
Injury	An instance of being hurt, and can include emotional or physical harm.
Illness	A disease or period of sickness affecting the body or mind.
Incident	An unplanned, undesired event that may adversely affect the completion of a task.
Critical Injury	<ul style="list-style-type: none"> • Places life in jeopardy;

	<ul style="list-style-type: none"> • Produces unconsciousness; • Results in substantial loss of blood; • Involves the fracture of a leg or arm but not a finger or toe; • Involves the amputation of a leg, arm, hand or foot 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.
WSIB	Workplace Safety and Insurance Board

ROLES & RESPONSIBILITIES

Senior Management is responsible for:

- Establish and maintain a Health and Safety program and culture that encourages immediate reporting and resolution of all injuries, illnesses and incidents.
- Ensuring that all incidents are being reported to the appropriate authority where necessary.

Manager/Supervisor is responsible for:

- Ensuring all injuries, illnesses or incidents reported are reviewed and corrective actions taken to ensure hazards are addressed and safe conditions exist.

Employees are responsible for:

- Report all injuries, illnesses or incidents immediately to their supervisor using the Injury, Illness and Incidents Investigation Form.

Health and Safety Coordinator is responsible for:

- Reviewing all injury, illness and Incident reports and following up on recommendations for corrective actions as required.
- Follow the process outlined in the return to work procedure for all work related injuries/ illnesses.

Joint Health and Safety Committee/ Health and Safety Representative is responsible for:

- Reviewing all Injury, Illness and Incidents Investigation Forms and following up on recommendations for corrective actions as required.

PROCEDURE

Reporting an injury, illness or Incident:

- If an injury, illness or incident is experienced, the worker shall immediately report it to their supervisor. Immediate reporting helps to minimize risk of further injuries or property damage. If required, the supervisor will ensure medical help is provided.

- The worker and the Supervisor shall complete the Injury, Illness and Incident Reporting Form and forward a copy to the appropriate department manager, the Health and Safety Coordinator and the Joint Health and Safety Committee/ Health and Safety Representative by the end of the shift.
- If the injury/illness requires outside medical attention the Health and Safety Coordinator will be immediately notified and the return to work program will be initiated.
- The factors contributing to the injury, illness or incident will be noted on the reporting form, along with any and all additional relevant information. If any of the contributing factors can be corrected in a safe and healthy manner by the worker and their supervisor, they should do so as soon as possible (for example, moving boxes out of a doorway). Any immediate action taken to remove or reduce the factors will be documented on the reporting Form. Factors that are more serious or require expertise shall be handled by the employer with assistance from appropriate designated parties.
- In the circumstance of a critical injury or fatality, the scene must be secured for investigation.
- This procedure will be fully communicated and trained to every employee at their orientation as well as through department meetings or tool box sessions. A record of the communication/training session will be kept on file for review.
- This procedure will be evaluated annually in consultation with the JHSC. A review of the submitted Injury, Illness and Incident Reporting Forms will form the basis of the evaluation. It will be determined through this evaluation if the reporting objectives were met. Any gaps will be identified and corrected, as appropriate.

External Reporting Requirements:

- In the event of a critical injury or fatality, the Ministry of Labour, Training and Skills Development must be contacted by calling 1-877-202-0008.
- The Ministry of Labour, Training and Skills Development, must be notified in writing, within 48 hours of the incident. Make sure to:
 - address the notice to "Attention: Director"
 - mail or fax it, to the Ministry of Labour, Training and Skills Development regional office closest to the workplace where the incident happened
- Employers must report a workplace injury to the WSIB within three days of learning about the workplace injury or illness if the worker:
 - needs treatment from a health professional, or
 - is absent from work, or
 - earns less than regular pay for regular work (e.g., working fewer hours or being paid less per hour)

➤ requires modified work at regular pay for more than seven calendar days following the date of accident.

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

WSIB GUIDELINE:

Injury, illness and incident reporting

Prerequisite(s): None

Summary:

Consistent reporting of injuries, illnesses and incidents allows businesses to comply with the WSIB, Ministry of Labour and other legislated reporting requirements, to complete timely investigations and implement corrective action to eliminate the potential for other injuries/illnesses.

Requirements:

Your business will establish, implement monitor and maintain a procedure for reporting of injuries, illnesses and incidents. The procedure will include:

- Definitions of injury, illness and incidents, including incidents with known health and safety or psychological impacts
- Reporting requirements for incidents (i.e. fatalities, critical injuries, lost-time injuries, medical aid, occupational illness, property damage, fire, environmental release and incidents with potential for psychological injury)
- Description of the roles and responsibilities for employers, supervisors, workers and joint health and safety committee or health and safety representatives
- When to report an injury, illness or incident
- Notification requirements (i.e. who should be notified internally and externally, including timeframes)
- What treatment should be provided (i.e. first aid, medical aid)
- Recording requirements (documentation and record keeping)

