

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Human Resources</b>			<b>POLICY #: HR-12</b>
POLICY NAME: Employee Incident and Accident Reporting			
<b>DATE:</b> August 2021	<b>REV. DATE:</b>	<b>APPROVED BY:</b> Council	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

The Township recognizes that the prompt reporting of all incidents, accidents, and occupational injuries/illnesses allows for the prompt collection of accurate information, investigation and initiation of corrective actions to prevent re-occurrences and to facilitate rehabilitation and recovery.

**GUIDELINES:**

1. All incidents, accidents, occupational injuries/illnesses occurring while employees are working for the Township must be reported immediately to the employee’s Supervisor and to the Clerk-Treasurer (in the event that the Clerk-Treasurer is not already the direct 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, who will then report it to the Clerk-Treasurer;
    - (ii) the Supervisor will record; 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;
    - (ii) the employee will report the injury to his/her Supervisor; and

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- (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; and
  - (iv) Supervisor will report the injury to the Clerk-Treasurer.
- (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:
- (i) First Aid treatment is provided and the treatment is recorded;
  - (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 the necessary WSIB documents;
  - (vi) the employee will complete the necessary WSIB documents; and
  - (vii) the completed forms are forwarded to the Clerk-Treasurer 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

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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;
- (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 and Clerk-Treasurer 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 all necessary WSIB forms;
- (vii) the employee will complete all necessary WSIB forms; and
- (viii) the completed forms will be forwarded to the Clerk-Treasurer for further processing.