

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

SUBJECT:	INJURY/ILLNESS/INCIDENT INVESTIGATIONS			
TYPE:	HEALTH AND SAFETY	POLICY NO. HS-004-00		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
June 25, 2008		As Required	08-320	1 of 4
Revisions				
June 25, 2008 New Policy				

I. Purpose

To provide a procedure where all occurrences can be investigated to prevent recurrence. Occurrences are:

- injuries
- occupational illnesses
- property damage
- near misses.

II. Responsibility

Employees are required to report all occupational injuries/illnesses/incidents/property damage occurrences to his/her supervisor.

Manager/Supervisor is responsible for investigating, reporting and corrective action follow-up of all injuries/illnesses/incidents/property damage.

III. Standards/Procedure

A. General

1. All injuries/illnesses/incidents/property damage must be reported to the supervisor.
2. Immediately after an injury/illness/incident/property damage occurrence, the supervisor shall ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps laid out in this procedure.

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3. There are four categories of injuries:
 - a. no treatment
 - b. first aid
 - c. health care
 - d. critical injury.

B. No Treatment Injury

1. A 'no treatment injury' occurs when there is an injury that does not require any treatment (i.e. bruised finger).
2. The employee will report the injury to the supervisor.
3. The supervisor will record the injury in the "**First Aid Report Book**" which is to be kept by the Department Head.

C. First Aid Injury

1. A "first aid injury" is an injury that can be treated at the worksite and does not require treatment from a health care professional (i.e. a cut finger that requires a bandaid only).
2. The employee is to report the injury to the supervisor.
3. First Aid treatment will be provided and the treatment recorded in the "**First Aid Report Book**".

D. Health Care Injury

1. A "Health Care Injury" is an injury that requires treatment (i.e. a cut finger that requires stitches) from a health care professional (i.e. physician, chiropractor, etc.) but is not of a critical nature. A supervisor is to arrange for:
 - First aid treatment for the injured employee and record the treatment in the "**First Aid Report Book.**"
 - Transportation (e.g. taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (i.e. doctor's office, hospital).
2. A "**Functional Abilities Form**" is to be taken to the attending physician.
3. The supervisor is to conduct an investigation immediately, or as soon as possible following the notification of the injury/illness/incident/property damage.
4. The supervisor will notify the employer that a health care injury has taken place and that a WSIB Form 7 must be submitted to WSIB within 3 days of the injury.

E. Critical Injury

1. A "Critical Injury" is an injury of a serious nature that:
 - places 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 or foot, but not a finger or a toe
 - consists of burns to a major portion of the body

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- causes the loss of sight in an eye.
2. The supervisor is to arrange for:
 - first aid treatment of the injured employee and record the treatment in the “**First Aid Report Book**”
 - transportation (e.g. taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (e.g. hospital)
 - immediate notification of the Ministry of Labour, Clerk-Treasurer, and supervisor
 - securing the scene as per OHSA section 51(2).
 3. A “**Functional Abilities Form**” is to be taken to the attending physician.
 4. The supervisor is to conduct an investigation immediately, or as soon as possible following the notification of the injury/illness/incident/property damage.
 5. The supervisor will notify the employer that a critical injury has taken place and that a WSIB Form 7 must be submitted to WSIB within 3 days of the injury.

F. Near Misses

1. A “Near Miss” occurs when an accident almost happens or there is a “close call” which could have resulted in injury/illness/property damage. A near miss is considered a serious occurrence and is a warning that potential future injury/illness or property damage could occur.
2. Investigations of near misses will be conducted in accordance with the Injury/Illness/Incident /Property Damage Reporting as outlined in below.

G. Injury/Illness/Incident/Property Damage Reporting

1. Investigations will be conducted by the department manager, with the optional assistance from the Clerk-Treasurer. (Note: for items with an asterisk (*), assistance from the Ministry of Labour is compulsory). The findings are documented on the “**Injury/Illness/Incident Investigation Form**” (see Appendix A) whenever any of the following occurs:
 - health care
 - critical injury*
 - fatality*
 - fire or explosion
 - property damage above \$500
 - injury/illness/incident/property damage involving possible public liability
 - other injury/illness/incident/property damage.
2. When conducting the investigation it is important to:
 - preserve the injury/illness/incident/property damage scene where practical and possible
 - identify witnesses or others having knowledge of the accident/incident
 - interview the injured employee where practical and possible
 - identify any primary/secondary causes
 - identify any primary/secondary unsafe actions
 - identify any primary/secondary hazardous conditions.
3. Investigations must be completed within 24 hours of the injury/illness/incident/ property damage or request.

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Appendix A
INVESTIGATION REPORT

<p>(check all that apply)</p> <p><input type="checkbox"/> INJURY <input type="checkbox"/> ILLNESS <input type="checkbox"/> INCIDENT <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> NEAR MISS</p>
Date and time investigation began:
Was there anything unusual about the employee's assigned task that could have contributed to the injury/illness/incident/property damage?
Were established rules, regulations and procedures being followed, personal protective equipment worn?
What could be done to prevent a similar injury/illness/incident/property damage from occurring?
What corrective action has already been completed?
What corrective action is planned?

Corrective action complete? Yes No

Prepared by:	Date
Reviewed by Dept Head:	Date
Approved by Clerk-Treasurer	Date