**Accident/Injury Reporting Procedure**

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**Policy**
CUSA shall maintain an incident and accident reporting system in order to promptly investigate occurrences in order to reduce or eliminate risks to its employees.

**Safety Policy Overview**
To comply with the legal requirements set out by the Ministry of Labour and to take every reasonable precaution to ensure the protection and safety of its employees, CUSA has endorsed an accident reporting procedure.

Health and safety is of prime concern to both management and staff. Accident reporting is the responsibility of supervisors. An accident report shall be conducted for all accidents (first aid treatment to critical injury).

The goal of an accident report is to give a detailed account of the accident and assist in the filing and the completion of the necessary documentation for the Ministry of Labour. A report should also be forwarded to the Joint Health and Safety Committee for them to review and analyze and make corrective recommendations to prevent future accidents or incidents.

**Workplace Incident (First Aid Treatment Only)**
- Administer first aid if required.
- Fill out a first aid log record and mark:
  - Date
  - Time
- First aid administered
- Name of first aider
- Reason for accident

- Ask the employee to sign the forms. If they refuse, indicate this on the form in the employee's presence.
- Return the employee to work.
- Follow up with the employee on the next business day.
- Advise the employee that if they seek medical attention (see his/her doctor or go to the emergency room) they must report this to their immediate supervisor. The situation must now be treated as a workplace accident.

Follow-Up

Follow-up is completed by the reporting supervisor during the next work day that the injured employee works. The supervisor must inquire about the employee's condition and make a brief notation on the accident report.

These forms and reports are for the sole use of CUSA to monitor and review trends within the workplace. The trends will be reviewed and recommendations for corrective action will be devised by supervisors and the Joint Health and Safety Committee.

Workplace Accident Requiring Medical Treatment

- Administer first aid and/or transport the employee, if immediately necessary, to medical attention. The employer will arrange transportation for the employee to seek medical attention. Examples of suitable arrangements are: ambulance, taxi, manager/supervisor etc.

- If injuries permit, fill out an accident report with the employee. Be as specific as possible as to height, weight, distances, body position, location of accident scene, etc.

- Offer and encourage taking a taxi to the clinic or the emergency department.

- Ask the employee which facility they will be going to.

- Prepare the required paperwork; including an accident report and modified work declaration form.

- Offer modified work within the employee’s restrictions upon their return from the treating facility. Review the functional abilities form with the employee to select appropriate tasks so as not to aggravate the employee’s injury.
Follow-Up

The supervisor should enquire about the employee's condition to ensure their safety.

The Human Resources department will track and record the occurrences of workplace accidents and incidents. They will make this file available for the Joint Health and Safety Committee to review on a quarterly basis. The committee will review:

- The workplace accident file.
- Workplace inspection reports.
- Unsafe conditions reports.
- Work refusal situations.
- Formal recommendations reports and responses.

They will be looking for reoccurring themes and ways to assess and control them by making recommendations to decrease the occurrences of these situations.

Workplace Accident (critical injury) Requiring Medical Aid

- Follow emergency scene management techniques from first aid training.
- Administer required first aid.
- Send a co-worker to the telephone with specific details to relay all required information to the 911 dispatcher (injuries, exact location of accident, etc.) Ask the person making the call to come back to you with an estimated time of arrival for the ambulance and stay with the injured employee until help arrives.
- Immediately after the ambulance leaves, you are legally required to make the following two (2) telephone calls.
  - Ministry of Labour inspector.
  - An employee member of the Joint Health and Safety Committee (preferably the certified member).
- Do not alter the accident scene unless it is to save or relieve human suffering, or to prevent unnecessary damage to equipment or property.
- Within forty eight (48) hours of the accident, a certified committee member shall send a written report to the Ministry of Labour inspector and then complete the procedure for workplace accidents requiring medical aid as stated above.
Critical Injury Defined

For the purposes of the Occupational Health and Safety Act and Regulations for Industrial Establishments, “critically injured” means an injury of a serious nature that:

- Places life in jeopardy.
- Produced 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 or arm, hand or foot, but not a finger or toe.
- Consists of burns to a major portion of the body.
- Causes the loss of sight in an eye.

Notice of Death or Injury

The employer immediately shall notify an inspector and the committee health and safety representative of the occurrence by telephone or other direct means of communication.

Preservation of Wreckage

Where a person is killed or critically injured at the workplace, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of, or connected with, the occurrence until permission to do so has been given by a Ministry of Labour inspector except for the purpose of:

- Saving a life or relieving human suffering.
- Maintaining an essential public utility service or a public transportation system.
- Preventing unnecessary damage to equipment or other property.