

## Ingersoll Support Services Inc.

<b>Policy: Critical Injury Reporting</b>	<b>Policy # HS 10b</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective:</b> June 28 2017 <b>Date of Origin:</b> March 19 2009	<b>Ministry requirement - OHSA</b>
<i>Ingersoll Support Services will comply with the Occupational Health and Safety Act in investigating workplace accidents with the Ministry of Labour by reporting Critical Injuries to the Ministry of Labour immediately.</i>	

### **Procedure:**

#### **Critical injuries:**

ALL critical injuries as defined by the OHS Act **MUST** be reported to the on-call Supervisor or Manager and/or Executive Director so that it can be properly reported to the Ministry of Labour (*MOL: 905-577-9774 or 1-877-202-0008*) **within 3 hours** of the critical injury.

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 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

*If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the critical injury definition, treat the accident as a critical injury.*

#### **Response to a Critical Injury**

1. When notified of a Critical Injury the Supervisor and/or Manager shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Ministry Of Labour inspector.
2. The Supervisor and/or Manager will contact a certified worker member of the JHSC

and will conduct a joint investigation of the accident with that person once the injured team member is removed from the scene and it is safe to enter the accident area. *Follow Ingersoll Support Services' procedures for conducting an accident investigation (HS 10a).*

3. The Supervisor, Manager or other designated member of management will call to report the critical injury to the appropriate board (Ministry Of Labour in Ontario 1-877-202-0008). Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker as well as the time of the accident. An officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.

4. If the basic/root causes of the accident and corrective actions are identified, review these once the Ministry of Labour officer calls you back. Have the safety committee member present talk with the Ministry of Labour officer to confirm what has taken place. Often the Ministry of Labour officer will release the scene if the safety committee member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.

5. If the Ministry of Labour officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must then remain secured until the officer has completed their investigation. Continue to follow-up to ensure the accident scene remains secured and nothing is moved. Arrange to have copies of all relevant documentation such as training records, maintenance records, work procedures, etc. available for the Ministry of Labour officer when they arrive.

6. Complete and FAX to the Ministry of Labour officer's attention a letter (Critical Injury Report) notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.