

Ingersoll Support Services Inc.

Policy: Reporting Workplace Injuries	Policy # HS 10c Section: Health and Safety
Reviewed and Effective: June 28 2017 Revision Date: June 28 2017 Date of Origin: March 19 2009	Ministry requirement - OHSa
<i>Ingersoll Support Services will comply with the Occupational Health and Safety Act in reporting workplace injuries.</i>	

Procedure:

The following definitions have been taken from the Ontario Worker Safety Insurance Board (WSIB):

Workplace Injury - Any injury that occurs on Ingersoll Support Services premises or during the transaction of approved Ingersoll Support Services business that requires either First-Aid or Health-Care

First Aid - First Aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. First aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches
- Treating a minor burn
- Applying bandages and/or dressings
- Applying a cold compress, cold pack, or ice bag
- Applying a splint
- Changing a bandage or a dressing after a follow-up observation visit

Healthcare - includes:

- Services requiring the professional skills of a healthcare practitioner (i.e. doctor, nurse, chiropractor, or physiotherapist (see [17-01-02, Entitlement to Health Care](#))
- Services provided at hospitals and health facilities
- You should also report if dentures, glasses and/or artificial appliances (i.e. prosthetic arm) were damaged while being involved in a work related accident

Critical Injury - Is an injury that:

- Places life in jeopardy
- Involves unconsciousness
- Results in substantial loss of blood
- Results in a fracture of leg or arm but not a finger or toe
- Results in an amputation of leg or arm but not a finger or toe
- Involves burns to a major portion of the body

- Results in the loss of sight in an eye

Reporting Workplace Injuries

Ingersoll Support Services will report a work-related accident to the WSIB if a worker requires healthcare and/or:

- Is absent from regular work
- Earns less than regular pay for regular work (i.e. part-time hours)
- Requires modified work at less than regular pay
- Requires modified work at regular pay for more than seven calendar days following the date of accident

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, Ingersoll Support Services will consider that:

1. The seven calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident
2. If a worker initially returns to regular work, but then requires modified work, Ingersoll Support Services will report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began

The use of calendar days reflects the WSIB's notion that if an injury affects the worker's ability to perform regular work after a week, healthcare is likely to be sought, regardless of the number of days worked.

Ingersoll Support Services will not report a work-related accident to the WSIB if the worker:

- Receives only first aid (a record of the first aid will be kept internally)
- Receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident
- Does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident

Accidents Requiring Healthcare

When deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, Ingersoll Support Services will consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.

Ingersoll Support Services will report the accident to the WSIB when a worker is injured and the treatment received could only have been administered by a healthcare practitioner.

Exposure to Infectious Diseases

If the worker tests negative for exposure to an infectious disease, Ingersoll Support Services is not required to submit an accident report. However, if the worker tests positive for an infectious disease, or requires any type of treatment related to the incident, Ingersoll Support Services will report this to the WSIB.

If a worker tests negative, but claims an emotional or anxiety-related response following the accident, Ingersoll Support Services will report the accident.

In cases where HIV infection is suspected, Ingersoll Support Services will report the accident if a healthcare practitioner provides a post-exposure prophylaxis (PEP) (see [23-01-01, Post-exposure Prophylaxis for Occupational Exposure to HIV](#)).

If it is suspected that a worker has been exposed to an infectious disease, but the worker chooses not to participate in the surveillance protocol, Ingersoll Support Services will report the accident to the WSIB.

Ingersoll Support Services will report when a worker has been exposed to, or is suspected of having been exposed to, an infectious disease.

Accident Reporting

Ingersoll Support Services will report accidents to the WSIB through the use of:

- Report of Injury/Disease Form 7
- WSIB-approved electronic reporting form

OHSA Compliant Health and Safety Accident Reporting

The *Occupational Health and Safety Act* (OHSA), and the regulations under OHSA require Ingersoll Support Services to provide information to their health and safety committees. If a photocopy of the Form 7 is used for this purpose, personal information (i.e. the worker's Social Insurance Number, telephone number, earnings information, and pre-existing medical conditions) will be removed.

Employees

If you are injured or ill because of work, your first priority is to seek proper medical attention. You must then inform your Supervisor/Manager (or On-Call if necessary) so that Ingersoll Support Services can give you support and fulfill our responsibilities. As soon as possible after an accident, workers will file a claim for benefits. They will also consent to disclose their functional abilities information, which is provided by the treating health professional.

Workers will give Ingersoll Support Services a copy of the claim for benefits at the same time they give a copy to the WSIB. In the case of occupational diseases, workers will give a copy of the claim to the company which most recently employed them in the employment to which the disease is associated.

The WSIB only issues one benefit payment (up to two weeks of loss of earnings benefits) to workers who are entitled to benefits under the insurance plan, but who have not met the claim and consent requirements. No further benefits are provided unless the worker meets the requirements.

Workers meet their requirement to claim for benefits by signing Form 0006A - the Workers' Report of Injury/Disease Form 6 (Form 6) or Form REO6 - Worker's Continuity Report.

Reporting Deadline

Ingersoll Support Services

Ingersoll Support Services will ensure that a Report of Injury/Disease Form 7 is completed within three calendar days of learning of a reporting obligation. Ingersoll Support Services will also ensure that the WSIB receives the completed Report of Injury/Disease Form 7 within seven business days of learning of the reporting obligation (business days are Monday to Friday, and do not include statutory holidays).

Workers will receive a copy of the Report of Injury/Disease Form 7 that is provided to the WSIB (including any additional information provided by Ingersoll Support Services).

Employees

A claim must be filed within six months of an accident or, in the case of an occupational disease, within six months of the worker learning of the disease. If the worker does not file the claim for benefits, or consent to the disclosure of functional abilities information within the six-month deadline, the WSIB does not provide benefits unless, in its opinion, it is just to do so.