This sample procedure should be customized to fit the needs of your company. Refer to your internal program and determine what you need for your requirements. Once you have done that, simply add or delete from this procedure to integrate it into your internal processes.

This procedure is not meant to be used as-is.

**Injury, Illness and Incident Reporting**

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| **Date of Issue:** choose issue date | **Review Date:** choose date for review |
| **Written by:** person(s) who wrote document | **Date:** insert date written |
| **Reviewed by:** person(s) who reviewed | **Date:** insert date written |
| **Approved by:** person responsible for process | **Date:** insert date written |

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| **PURPOSE** |
| The purpose of this procedure is to ensure all injuries, illnesses and incidents are reported. Once reported, the company can identify all immediate and root causes and implement corrective actions, ensuring every precaution reasonable is taken for the protection of the workers. |
| **SCOPE** |
| This standard applies to all employees, contractors, and visitors.  |
| **RELATED DOCUMENTATION** |
| **Internal*** Health and Safety Objectives
* Injury, Illness and Incident Reporting Form
* WSIB’ *In Case of an Injury at Work* Poster’ (Form 82)
* Ministry of Labour *Health & Safety at Work Prevention Starts Here* poster

**External*** Occupational Health and Safety Act
* Workplace Safety and Insurance Board
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| **DEFINITIONS** |
| Injury  | An instance of being hurt, and can include emotional or physical harm. |
| Illness | A disease or period of sickness affecting the body or mind. |
| Incident | An unplanned, undesired event that may adversely affect the completion of a task. |
| Critical Injury | * 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.
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| WSIB  | Workplace Safety and Insurance Board |

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| **ROLES & RESPONSIBILITIES** |
| **Senior Management is responsible for:*** Establish and maintain a Health and Safety program and culture that encourages immediate reporting and resolution of all injuries, illnesses and incidents.
* Ensuring that all incidents are being reported to the appropriate authority where necessary.

**Manager/Supervisor is responsible for:*** Ensuring all injuries, illnesses or incidents reported are reviewed and corrective actions taken to ensure hazards are addressed and safe conditions exist.

**Employees are responsible for:** * Report all injuries, illnesses or incidents immediately to their supervisor using the Injury, Illness and Incidents Investigation Form.

**Health and Safety Coordinator is responsible for:** * Reviewing all injury, illness and Incident reports and following up on recommendations for corrective actions as required.
* Follow the process outlined in the return to work procedure for all work related injuries/ illnesses.

**Joint Health and Safety Committee/ Health and Safety Representative is responsible for:** * Reviewing all Injury, Illness and Incidents Investigation Forms and following up on recommendations for corrective actions as required.
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| **PROCEDURE** |
| **Reporting an injury, illness or Incident:*** If an injury, illness or incident is experienced, the worker shall immediately report it to their supervisor. Immediate reporting helps to minimize risk of further injuries or property damage. If required, the supervisor will ensure medical help is provided.
* The worker and the Supervisor shall complete the Injury, Illness and Incident Reporting Form and forward a copy to the appropriate department manager, the Health and Safety Coordinator and the Joint Health and Safety Committee/ Health and Safety Representative by the end of the shift.
* If the injury/illness requires outside medical attention the Health and Safety Coordinator will be immediately notified and the return to work program will be initiated.
* The factors contributing to the injury, illness or incident will be noted on the reporting form, along with any and all additional relevant information. If any of the contributing factors can be corrected in a safe and healthy manner by the worker and their supervisor, they should do so as soon as possible (for example, moving boxes out of a doorway). Any immediate action taken to remove or reduce the factors will be documented on the reporting Form. Factors that are more serious or require expertise shall be handled by the employer with assistance from appropriate designated parties.
* In the circumstance of a critical injury or fatality, the scene must be secured for investigation.
* This procedure will be fully communicated and trained to every employee at their orientation as well as through department meetings or tool box sessions. A record of the communication/training session will be kept on file for review.
* This procedure will be evaluated annually in consultation with the JHSC. A review of the submitted Injury, Illness and Incident Reporting Forms will form the basis of the evaluation. It will be determined through this evaluation if the reporting objectives were met. Any gaps will be identified and corrected, as appropriate.

**External Reporting Requirements:*** In the event of a critical injury or fatality, the Ministry of Labour, Training and Skills Development must be contacted by calling 1-877-202-0008**.**
* The Ministry of Labour, Training and Skills Development, must be notified in writing, within 48 hours of the incident. Make sure to:
	+ address the notice to "Attention: Director"
	+ mail or fax it, to the [Ministry of Labour, Training and Skills Development regional office](http://www.labour.gov.on.ca/english/about/reg_offices.php) closest to the workplace where the incident happened
* Employers must report a workplace injury to the WSIB within three daysof learning about the workplace injury or illness if the worker:
* needs treatment from a health professional, or
* is absent from work, or
* earns less than regular pay for regular work (e.g., working fewer hours or being paid less per hour)
* requires modified work at regular pay for more than seven calendar days following the date of accident.
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| **CHANGES TRACKING** |
| **DETAILS OF CHANGES** | **DATE CHANGED** |
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