



ADMINISTRATIVE PROCEDURES

SUBJECT: Critical Injury Response

The following procedure was developed to identify the process regarding Critical Injury Response.

Critical Injury - Defined

R.R.O. 1990, Regulation 834

1. For the purposes of the *Act* and the Regulations, “critically injured” means an injury of a serious nature that,

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

Application of the Procedure

The following procedure applies to employees, students, visitors, parents or any person at your worksite (Events such as sports events and field trips that are attended by staff and that take place at locations other than the school property are also considered to be a workplace). This procedure also applies to critical injuries that occur during Community Use Events.

Critical Injury Procedure

The Principal, Vice-Principal, Manager, or Supervisor [*or other personnel that may have temporary charge of the workplace*] shall in the event of a critical injury at their workplace follow the steps outlined below. In the event that there is any doubt as to whether or not the injury falls under the definition of “critical injury” or if the person is taken to hospital by ambulance treat the injury as a critical injury.

Steps to be followed

1. Ensure necessary medical treatment is obtained;
2. Secure/preserve the accident scene until permission is obtained by a Ministry of Labour Inspector (S.51. (2), Preservation of wreckage);
3. Contact the worksite Health and Safety Representatives;
4. Contact the Boards Health and Safety Department, Health and Safety Officer 336-1500 Ext. 468 or 381-4773 providing as many details as known at the time. (Health and Safety Officer will notify the Committee and the Union representing an employee);
5. Contact the Ministry of Labour advising of the incident 1-877-202-0008;

Numbers one to five must be immediate actions.

6. Within 24 hours file the written report attached as appendix 1 with the Ministry of Labour, containing the information outlined below under “Notice of Accidents” Reg. 851/90. At that time, provide a copy to the Board’s Health and Safety Department, Manager of Human Resources, Superintendent of Operations and the Wellness Officer as well. The Report should be faxed to the Ministry of Labour at 1-905-577-1316.
7. Within 24 hours file a report to the Wellness Office in accordance with the Administrative Procedure A-AD-520-06 WSIB Procedures for Employees Requiring Medical Treatment following a Work Related Injury.
8. In the case of a student injury and in addition to the Ministry of Labour reporting described here the Principal is responsible for reporting to OSBIE according to Administrative procedure A-BU-512-01.

The Board’s Health and Safety Department will;

1. Contact Sr. Administration and advise of the incident;
2. Follow up with the Ministry of Labour when appropriate;
3. Facilitate the investigation process and investigation reporting requirements as outlined in the Guidelines for the Structure and Function of the Joint Health and Safety Committees and the *Act*. All materials obtained and/or produced during the investigation, including reports, pictures, notes, etc., are property of the Board and are to be returned to the Board at the completion of the investigation.
4. Be responsible for maintaining a log of all critical accidents.

Implementation Date: September 18, 2006

Revised: December 4, 2007
May 4, 2010

Reference: Occupational Health and Safety Act

**THE REQUIREMENT UNDER THE OCCUPATIONAL HEALTH AND SAFETY
ACT**

**PART VII
NOTICES**

Notice of death or injury

51. (1) Where a **person** is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.

Preservation of wreckage

(2) Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

- (a) saving life or relieving human suffering;
- (b) maintaining an essential public utility service or a public transportation system; or
- (c) preventing unnecessary damage to equipment or other property,

interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector. R.S.O. 1990, c. O.1, s. 51.

This information is to be provided to the Ministry of Labour, Board's Health and Safety Department, Manager of Human Resources, Superintendent of Operations and Wellness Officer for WSIB purposes within 24 hours.

NOTICE OF ACCIDENTS –REG 851/90

5. (1) The written report required by section 51 of the Act shall include,
 - (a) the name and address of the constructor and the employer;
 - (b) the nature and the circumstances of the occurrence and the bodily injury sustained;
 - (c) a description of the machinery or equipment involved;
 - (d) the time and place of the occurrence;
 - (e) the name and address of the person who was killed or critically injured;
 - (f) the names and addresses of all witnesses to the occurrence; and
 - (g) the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury.
- (2) For the purposes of section 52 of the Act, notice of,
 - (a) an accident, explosion or fire which disables a worker from performing his or her usual work; or
 - (b) an occupational illness,shall include,
 - (c) the name, address and type of business of the employer;
 - (d) the nature and the circumstances of the occurrence and the bodily injury or illness sustained;
 - (e) a description of the machinery or equipment involved;
 - (f) the time and place of the occurrence;
 - (g) the name and address of the person suffering the injury or illness;
 - (h) the names and addresses of all witnesses to the occurrence;
 - (i) the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness; and
 - (j) the steps taken to prevent a recurrence.