



ADMINISTRATIVE PROCEDURES

SUBJECT: Procedure for Reporting Hazards and Non Medical Incidents or Injuries

For incidents or injuries not requiring medical attention, the Occupational Health and Safety Act and the Workplace Safety and Insurance Board legislates specific actions that must be followed. The following procedure complies with the Employer's legal responsibilities under these Acts. The Internal Responsibility System is integral to compliance.

The following are the necessary steps the Principal or Supervisor must follow when an employee reports an incident or injury that does not require medical attention. These are classified by WSIB as hazard injuries or first aid injuries and are not reported to the Workplace Safety and Insurance Board. The Employer is required to keep current and accurate records of these incidents, as well as take corrective action to prevent recurrence.

1. The employee must complete the *Employee Report of Incident or Injury*.
2. The Principal or Immediate Supervisor must complete the *Principal or Supervisor's Report of Incident or Injury*. Corrective action must be identified for all incidents. This form must be submitted to the Wellness Officer in a timely manner following the incident.
3. The employee is not entitled to a copy of the *Principal or Supervisor's Report*.
4. First Aid Incidents are those where the employee has accessed the first aid kit provided by the Health and Safety department. The Workplace Safety and Insurance Act require that a log of first aid usage is kept for all first aid kits. It is the Principal or Supervisor's responsibility to ensure the log is current and that first aid kits are properly stocked. Legislated requirements for first aid kits can be obtained from the Health and Safety Officer or Wellness Officer.
5. All incidents, regardless of severity, should be reported.
6. It is the responsibility of the immediate Supervisor to report the injury or hazard as soon as they become knowledgeable of the incident. This requirement is independent of receiving the completed report from the employee.

7. When an injury is reported as an incident or first aid only, and the employee seeks subsequent medical attention, it becomes reportable to the Workplace Safety and Insurance Board. Follow steps for reporting injuries requiring medical treatment, Administrative Procedure No. A-AD-520-06.

Implementation Date: September 18, 2006

Reference: Occupational Health and Safety Act
Workplace Safety and Insurance Act