



## ADMINISTRATIVE PROCEDURES

**SUBJECT: Procedure for Reporting an Injury or Illness Requiring Medical Treatment Following a Work Related Incident**

The Workplace Safety and Insurance Act legislates specific actions that must be followed in all cases of injury or illness resulting from a workplace accident. The following procedure complies with the Employer's legal responsibilities under this Act. Early and Safe Return to Work practices and the immediate availability of modified duties are integral to compliance.

The following are the necessary steps the Principal or Supervisor must follow when an employee is injured at work and requires treatment by a medical practitioner. A medical practitioner is considered to be any one of physician, dentist, psychologist, chiropractor, nurse practitioner, or physiotherapist.

1. Ensure necessary medical treatment is obtained.
2. Provide transportation to the clinic or hospital for the employee if necessary.
3. If the injury is a Critical Injury, follow the Critical Injury Response Administrative Procedure No. A-AD-518-06. A Critical Injury is defined under the Occupational Health and Safety Act as 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. Consists of burns to a major portion of the body; or
  - f. Causes the loss of sight in an eye.
4. In all other instances of an employee seeking medical attention following a work related incident, provide the employee with a *Work Related Injury or Illness* envelope to take with them to the doctor, clinic or hospital.
5. The employee must complete the *Employee Report of Incident or Injury* contained in the envelope immediately following their return from the medical facility. The completed *Functional Ability Report*, the signed *Employee Report of Incident or Injury*, and the signed *Worker's Claim Consent* must be faxed to the Wellness Officer at 354-1633 within 24 hours of the incident.

6. If the employee is hospitalized or unable to return to work following the accident, the *Employee Report* must be completed and signed immediately upon their return.
7. The Principal or Immediate Supervisor must complete the *Principal or Supervisor's Report of Incident or Injury* after conducting an internal investigation. The site based Health and Safety representative must be involved in the investigation. Corrective action to prevent recurrences must be identified for all incidents. This form must be submitted to the Wellness Officer within 24 hours of the incident.
8. The employee is not entitled to a copy of the *Principal or Supervisor's Report*.
9. Modified work restrictions will be identified on the *Functional Abilities Form* (FAF) completed by the treating practitioner and must be accommodated. All offers of modified duties must be in writing. The *WSIB Modified Work Form* must be completed and reviewed with the employee. If assistance in determining modified duties is required, contact the Wellness Officer.
10. Submit all forms to the Wellness Officer via fax at 354-1633. Original copies with signatures should follow through internal courier. These include *Employee's Report of Incident or Injury*, the completed *Functional Abilities Report*, the *WSIB Modified Work Form*, the *Worker's Claim Consent*, and the *Principal or Supervisor's Report of Incident or Injury*.
11. It is the responsibility of the immediate Supervisor to report the incident to the Wellness Officer immediately after becoming knowledgeable of an incident. This requirement is independent of receiving the completed report from the employee.
12. The Principal or Supervisor must maintain regular contact with the employee during any periods of absence due to a work related injury.
13. The Principal or Supervisor must maintain regular communication with the employee during the modified work program and the employee's return to full duties.
14. The Principal or Supervisor is responsible for communicating any absences that occur after the employee has returned to work, or difficulties in providing modified duties or in the return to work plan to the Wellness Officer.

Implementation Date: September 18, 2006

Reference: Workplace Safety and Insurance Act