
SUBJECT: ACCIDENTS, INCIDENTS AND OCCUPATIONAL ILLNESSES

Legal References: *Education Act: Sections 265 , 283-CEO, 264- Duties of a Teacher, 265-Duties of Principal: Care of Pupils and Report to Medical Officer of Health; Occupational Health and Safety Act as amended June 15, 2010; Workplace Safety and Insurance Act*

Related References: *Administrative Procedure 138 Positive Workplace Environment; AP 314 Medically at Risk Students; AP 351 Code of Conduct; AP 357 Violence Free Schools; AP 404 Violence Prevention in the Workplace; AP410 Environmental Health & Safety; AP 411 Workplace Hazard Notification and Investigation; AP 413 Infection Control; AP414 Refusing Unsafe Work; AP 540 Hazardous Materials Disposal; AP 541 Hot Works; AP 542 Indoor Environmental Quality; AP 543 Well Water Testing; AP 546 Pesticides: Use of; AP 589 Transportation; Form 175B Employee Accident/Incident Report; Form 175C OSBIE Incident Report; Form 175D AMDSB Student Co-op Work Placement Accident Report.*

1.0 Procedures Following Accidents, Incidents or Occupational Illnesses:

- 1.1 The primary objectives following an incident or accident involving staff members or students are to attend to the needs of the affected person, to determine the cause and to implement measures to prevent reoccurrence. These procedures outline the responsibilities of principals/supervisors for the defining of, reporting on and handling of accidents, incidents or occupational illnesses. These procedures cover employees, contractors who are supervised by board staff, students, and other persons on board premises.
- 1.2 These procedures cover reporting of incidents, with no injury (i.e. violent aggression incidents) and reporting of accidents and occupational illnesses involving death, critical injury, or medical aid required for employees under both the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*. Avon Maitland District School Board is liable to a fine if the accident is not reported promptly in accordance with legislative requirements.

2.0 Definitions

Accident	An unplanned event causing personal injury or property damage.
Incident, with no Injury	An unusual occurrence having the “potential” to cause personal injury or property damage. (i.e. violent aggression incidents)
Occupational Illness	A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.
First Aid	An injury, which does not require medical attention and does not disable a person from performing the staff member’s usual work.
Medical Aid	An injury caused by an accident, explosion or fire and requires medical attention.
Critical Injury	An injury of serious nature that: <ul style="list-style-type: none">• Places life in jeopardy or produces unconsciousness;• Causes the loss of sight of an eye;• Results in a substantial loss of blood;

- Involves any fracture except a finger or toe;
- Involves the amputation of a leg, arm, hand or foot; or
- Consists of burns to a major portion of the body.

3.0 Employee Incident, With No Injury Reporting

3.1 Employee Responsibilities

3.1.1 Employees must report all incidents with no injury on the AMDSB's Form 175B Employee Accident/Incident Report attached as Appendix A. This form must be fully completed and signed by the employee and principal/supervisor or designate and copied to Human Resources and Environmental Health and Safety. This form can be found in Information & Resources (I&R) in First Class.

3.2 Principal/Supervisor Responsibilities

3.2.1 The principal/supervisor must investigate and ensure that corrective action is taken to prevent a reoccurrence, immediately following an incident. See AP 411 *Workplace Hazard Notification and Investigation*.

4.0 Employee Accident and Occupational Illness Reporting

4.1 Employee Responsibilities

4.1.1 Employees must report all accidents and occupational illnesses on the AMDSB's Form 175B Employee Accident/Incident Report. This form must be fully completed and signed by the employee and principal/supervisor or designate and copied to Human Resources and Environmental Health and Safety. This form can be found in Information & Resources (I&R) in First Class.

4.1.2 If an employee visits a doctor or receives medical attention anytime after the injury he/she must immediately inform the principal/supervisor.

4.2 Principal/Supervisor Responsibilities

4.2.1 The principal/supervisor must instruct employees to report all accidents and occupational illnesses to the principal/supervisor or designate as soon as possible.

4.2.2 The principal/supervisor must ensure first aid is provided immediately by staff trained in first aid.

4.2.3 The principal/supervisor must provide transportation to a physician / hospital / home and ensure the employee is accompanied by someone trained in first aid.

4.2.4 The principal/supervisor must distribute Form 175B Employee Accident/Incident Report as appropriate.

4.2.5 For injuries and occupational illnesses requiring medical attention or lost time from work the forms must be **faxed** to the Human Resources and Environmental Health and Safety, **within 24 hours** - Fax (519) 527-0608.

- 4.2.6 Lost time/medical aid injuries and occupational illnesses must be reported to the WSIB within three days of receiving medical attention. The WSIB levies a fine for late reporting. When a principal/supervisor fails to report an injury or occupational illness to Human Resources and Environmental Health and Safety that he or she is aware of, within the required time, the fine will be charged to that school or department.
- 4.2.7 The principal/supervisor must investigate and ensure that corrective action is taken to prevent a reoccurrence, immediately following an accident (ie. take equipment out of service, increase salting of walkway). See AP411 *Workplace Hazard Notification and Investigation*.

5.0 Critical Injuries or Death

- 5.1 If a worker is critically or fatally injured, the principal/supervisor must **immediately** notify the:
 - a) Ministry of Labour 1-800-265-1676;
 - b) Environmental Health and Safety Officer- pager 519-525-2067; and
 - c) Spouse, significant other or next of kin.
- 5.2 The principal/supervisor must ensure that the site of the accident remains undisturbed and off limits, until all investigations are complete and the Ministry of Labour grants approval.

EMPLOYEE INCIDENT/ACCIDENT REPORTING

INCIDENT/ACCIDENT OCCURS; PRINCIPAL/SUPERVISOR IS NOTIFIED; PRINCIPAL/SUPERVISOR TAKES ACTION

<u>Incident, No Injury</u>	<u>First Aid</u>	<u>Medical Aid/Lost Time</u>	<u>Critical Injury</u>
<ul style="list-style-type: none"> ◆ Complete and <u>fax</u> Form 175B Employee Accident/Incident Report to the Human Resources and Environmental Health & Safety ◆ Investigate and take corrective action to prevent a reoccurrence 	<ul style="list-style-type: none"> ◆ Ensure first aid is provided ◆ Complete and <u>fax</u> Form 175B Employee Accident/Incident Report to the Human Resources and Environmental Health & Safety ◆ Investigate and take corrective action to prevent a reoccurrence 	<ul style="list-style-type: none"> ◆ Ensure first aid is provided ◆ Provide transportation to physician/hospital/home ◆ Complete and <u>fax</u> Form 175B Employee Accident/Incident Report to Human Resources and Environmental Health & Safety, within 24 hours ◆ Investigate and take corrective action to prevent a reoccurrence ◆ Support Return-to-Work Program 	<ul style="list-style-type: none"> ◆ Ensure first aid is provided ◆ Provide transportation to physician/hospital/home ◆ Preserve accident scene ◆ <u>Immediately</u> call: Ministry of Labour and Environmental Health & Safety Officer ◆ Complete and <u>fax</u> Form 175B Employee Accident/Incident Report to Human Resources and Environmental Health & Safety, within 24 hours ◆ Investigate and take corrective action to prevent further injury, do not disturb area ◆ Support Return-to-Work Program

NOTE: The principal/supervisor must ensure that the injured worker does not drive within a few hours following the accident, due to the risk of shock or other medical condition.

The WSIB levies a fine of \$250 for late reporting of a lost time or health care claim. When the principal/supervisor fails to report an accident or occupational illness to the Human Resources Department that he or she is aware of, within the required time, the fine will be charged to that school or department.

<p><u>Critical Injury:</u> An injury of serious nature that:</p> <ul style="list-style-type: none"> ◆ Places life in jeopardy or produces unconsciousness; ◆ Causes the loss of sight of an eye; ◆ Results in a substantial loss of blood; ◆ Involves any fracture except a finger or toe; ◆ Involves the amputation of a leg, arm, hand or foot; or ◆ Consists of burns to a major portion of the body 	<p>Ministry of Labour Education Centre Phone Fax Environmental Health & Safety Officer</p>	<p>1-800-265-1676 519-527-0111 519-527-0444 ext. 218 519-525-2067</p>
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5.0 Student Accident Reporting

5.1 All Student Injuries

- 5.1.1 The principal must instruct students to report all injuries to their supervising teacher. The teacher must notify the principal or designate.
- 5.1.2 The principal must ensure first aid is provided immediately by staff trained in first aid.
- 5.1.3 The principal must provide transportation to a physician/hospital/home and ensure the injured student is accompanied by someone trained in first aid.
- 5.1.4 The principal must ensure that the injured student does not drive within a few hours following the accident, due to the risk of shock or other medical condition.
- 5.1.5 If the injured student receives medical attention, the principal must notify the parent(s)/guardian(s).
- 5.1.6 The principal must ensure that injuries are reported on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form. This form **must** be fully completed and signed by the principal or designate. A copy of this form is included in the Forms Manual as Form 175C OSBIE Incident Report Form. It is available from the Business Department.
- 5.1.7 The principal must distribute Form 175C OSBIE Incident Report as follows:
 - (a) Injuries requiring first aid and/or medical attention must be forwarded to the Business Department, through normal mailing procedures.
 - (b) Injuries that the principal determines are of a serious nature (i.e. critical injury) or of special circumstances (i.e. slipped on ice, field trip) must be forwarded within 24 hours to OSBIE—Fax (519) 767-0281 and the Business Department—Fax (519) 527-0444.
- 5.1.8 The principal must ensure that corrective action is taken to prevent a reoccurrence, immediately following an accident (i.e. take equipment out of service, increase salting of walkway).

5.2 Students Admitted to Hospital or Fatally Injured

- 5.2.1 If the student is admitted to hospital or fatally injured, the principal must **immediately** notify the:
 - (a) Director of Education- 519-527-0111 Ext. 106
 - (b) Environmental Health and Safety Officer 519-525-2067; and
 - (c) Ontario School Boards' Insurance Exchange- 1-800-668-6724
- 5.2.2 The principal must ensure that the site of the accident remains undisturbed and isolated, until all investigations are complete.

5.3 Students Injured on Co-op Work Placement

- 5.3.1 The co-op teacher must instruct all students on co-op work placement to report all co-op work related injuries to the co-op teacher.
- 5.3.2 The co-op teacher must report all co-op work placement injuries on Form 175C OSBIE Incident Report, as outlined above.
- 5.3.3 In addition to Form 175C OSBIE Incident Report, any injuries requiring medical attention must be reported on the Avon Maitland District School Board's Form 175D AMDSB Student Co-op Work Placement Accident Report. This form must be fully completed and signed by the co-op teacher, co-op employer and principal.
- 5.3.4 Form 175D AMDSB Student Co-op Work Placement Accident Report and the attached Work Education Agreement must be forwarded to the Manager of Accounting, within 24 hours - Fax (519) 527-0444. A copy of the Work Education Agreement is attached to Form 175D AMDSB Student Co-op Work Placement Accident Report.
- 5.3.5 Student co-op work placement injuries requiring medical attention must be reported to the WSIB within three days of occurrence. The WSIB levies a fine for late reporting. When a co-op teacher fails to report an injury to the Manager of Accounting that he or she is aware of, within the required time, the fine will be charged to that school.

STUDENT ACCIDENT REPORTING

ACCIDENT OCCURS; PRINCIPAL/DESIGNATE IS NOTIFIED; PRINCIPAL/DESIGNATE TAKES ACTION

First Aid	Medical Aid	Admitted to Hospital or Fatally Injured	Co-op Work Placement
<ul style="list-style-type: none"> ◆ Provide first aid ◆ Complete Form 175C OSBIE Incident Report and send to the Business Department <p><i>(Principal's discretion)</i></p>	<ul style="list-style-type: none"> ◆ Provide first aid ◆ Provide transportation and accompany student to physician/hospital/home ◆ Complete Form 175C OSBIE Incident Report and <u>fax</u> to the Business Department, within 24 hours 	<ul style="list-style-type: none"> ◆ Provide first aid ◆ Provide transportation and accompany student to physician/hospital/home ◆ <u>Immediately</u> call: OSBIE; Director of Education; and Environmental Health & Safety Officer ◆ Complete Form 175C OSBIE Incident Report and <u>fax</u> to the Business Department, within 24 hours 	<ul style="list-style-type: none"> ◆ Complete Form 175C OSBIE Incident Report and <u>fax</u> to the Business Department, within 24 hours ◆ Complete Form 175D AMDSB Student Co-op Work Placement Accident Report and <u>fax</u>, along with a copy of the attached Work Education Agreement, to the Manager of Accounting, within 24 hours

NOTE: The principal must ensure that the injured student does not drive within a few hours following the accident, due to the risk of shock or other medical condition.

The WSIB levies a fine for late reporting of a student co-op work placement health care claim. When the principal fails to report an accident or occupational illness to the Manager of Accounting that he or she is aware of, within the required time, the fine will be charged to that school.

Ontario School Boards' Insurance Exchange	1-800-668-6724 (Fax) 519-767-0281	<u>Education Centre</u> Phone Fax Director of Education Manager of Accounting Environmental Health & Safety Officer	519-527-0111 519-527-0444 Ext. 106 Ext. 230 519-525-2067
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6.0 Parent, Volunteer or Visitor Accident Reporting

6.1 All Parent, Volunteer, or Visitor Injuries

- 6.1.1 The principal must ensure first aid is provided immediately by staff trained in first aid.
- 6.1.2 The principal must provide transportation to a physician/hospital/home and ensure the injured person is accompanied by someone trained in first aid.
- 6.1.3 The principal must report injuries on the Ontario School Boards' Insurance Exchange Form, Form 175C OSBIE Incident Report. This form **must** be fully completed and signed by the principal or designate. A copy of this form is located in the Forms Manual, and is available from the Business Department.
- 6.1.4 Form 175C OSBIE Incident Report must be forwarded to the Business Department, within 24 hours - Fax (519) 527-0444.
- 6.1.5 The principal must ensure that corrective action is taken to prevent a reoccurrence, immediately following an accident. (i.e. take equipment out of service, increase salting of walkway)

6.2 Persons Admitted to Hospital or Fatally Injured

- 6.2.1 If the person is admitted to hospital or fatally injured, the principal must **immediately** notify the:
 - (a) Director of Education 519-527-0111 ext.106
 - (b) Environmental Health and Safety Officer 519-525-2067
 - (c) Ontario School Boards' Insurance Exchange 1-800-668-6724
 - (d) Spouse, significant other or next of kin
- 6.2.2 The principal must ensure that the site of the accident remains undisturbed and isolated, until all investigations are complete.

PARENT, VOLUNTEER, VISITOR ACCIDENT REPORTING

ACCIDENT OCCURS; PRINCIPAL/DESIGNATE IS NOTIFIED; PRINCIPAL/DESIGNATE TAKES ACTION

<u>First Aid</u>	<u>Medical Aid</u>	<u>Admitted to Hospital or Fatally Injured</u>
<ul style="list-style-type: none"> ◆ Provide first aid ◆ Complete Form 175C OSBIE Incident Report and send to the Business Department <p><i>(Principal's discretion)</i></p>	<ul style="list-style-type: none"> ◆ Provide first aid ◆ Provide transportation to physician/hospital/home ◆ Complete Form 175C OSBIE Incident Report and <u>fax</u> to the Business Department, within 24 hours 	<ul style="list-style-type: none"> ◆ Provide first aid ◆ Provide transportation to physician/hospital/home ◆ <u>Immediately</u> call: OSBIE; Director of Education; Environmental Health & Safety Officer; and spouse, significant other or next of kin ◆ Complete Form 175C OSBIE Incident Report and <u>fax</u> to the Business Department, within 24 hours

NOTE: The principal must ensure that the injured person does not drive within a few hours following the accident, due to the risk of shock or other medical condition.

Ontario School Boards' Insurance Exchange	1-800-668-6724 (Fax) 519-767-0281	<u>Education Centre</u> Phone Fax Director of Education Environmental Health and Safety Officer	519-527-0111 519-527-0222 Ext. 106 519-525-2067
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