

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 175

SUBJECT: Accidents, Incidents and Occupational Illness

Legal References: *Education Act: 264-Duties of a Teacher, 265-Duties of Principal: Care of Pupils and Report to Medical Officer of Health, 283-CEO,; Occupational Health and Safety Act; 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 Work; AP 542 Indoor Environmental Quality; AP 543 Well Water Testing; AP 546 Pesticides: Use of; AP 589 Transportation, Guidelines for Students on Co-op Work Placement*

1. Scope

This procedure applies to all AMDSB employees, students, volunteers, visitors and post-secondary students on a work placement at AMDSB.

This procedure applies to all AMDSB locations and whenever performing work on behalf of AMDSB.

2. Purpose

- 2.1 Promptly attend to the needs of the affected person.
- 2.2 Investigate, 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.
- 2.3 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 receive a fine if the accident is not reported promptly in accordance with legislative requirements.

3. Definitions

- 3.1 **Accident** An unplanned event causing personal injury or property damage.
- 3.2 **Incident, with no injury** An unusual occurrence having the “potential” to cause personal injury or property damage. (i.e., violent aggression incidents)

- 3.3 **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.
- 3.4 **First Aid** An injury, which does not require medical attention and does not disable a person from performing the staff member's usual work.
- 3.5 **Medical Aid** An injury caused by an accident, explosion or fire and requires medical attention.
- 3.6 **Critical Injury** An injury of serious nature that:
- 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
 - Consists of burns to a major portion of the body

4. Reporting Hazards

4.1 Employee Responsibilities

Employees must report all hazards to the principal/supervisor or designate, if the employee cannot correct the hazard on their own. (e.g. unsafe conditions or actions, defective equipment, etc.). The hazard must be reported either verbally or in writing.

4.2 Principal/Supervisor Responsibilities

The principal/supervisor or designate must investigate the reported hazard and take appropriate corrective or preventative action to eliminate or control the hazard.

The principal/supervisor or designate must communicate to the person(s) whom reported the incident any action taken to correct and/or prevent the hazard from reoccurring.

5. Reporting Employee Incidents

5.1 Employee Responsibilities

Employees must report all incidents (with no injury) on AMDSB's Form 175A *Employee Accident/Incident Report*.

This form must be fully completed and signed by the employee and principal/supervisor or designate and copied to Human Resource Services Help Desk. This form can be found in AP Forms in the Core.

5.2 Principal/Supervisor Responsibilities

The principal/supervisor must investigate and ensure that corrective action is taken to prevent a reoccurrence, immediately following an incident.

6. Employee Accident and Occupational Illness Reporting (including Co-op students placed within AMDSB)

6.1 Employee Responsibilities

- 6.1.1 Employees must report all accidents and occupational illnesses on the AMDSB's Form 175A *Employee Accident/Incident Report*. This form must be fully completed and signed by the employee and principal/supervisor or designate, and copied to Human Resource Services Help Desk. This form can be found in AP Forms in the Core.
- 6.1.2 If an employee visits a doctor or receives medical attention any time after the injury he/she must immediately inform the principal/supervisor and Human Resource Services.

6.2 Principal/Supervisor Responsibilities

- 6.2.1 The principal/supervisor must instruct employees to report all accidents and occupational illnesses to the principal/supervisor or designate as soon as possible.
- 6.2.2 The principal/supervisor must ensure first aid is provided immediately by staff trained in first aid.
- 6.2.3 The principal/supervisor must provide transportation to a physician / hospital / home and ensure the employee is accompanied by someone trained in first aid.
- 6.2.4 The principal/supervisor must distribute Form 175A *Employee Accident/Incident Report* as appropriate.
- 6.2.5 For injuries and occupational illnesses requiring medical attention or lost time from work, the completed and signed forms must be **emailed or faxed** to the Human Resource Services Helpdesk, **within 24 hours**
- 6.2.6 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 that he or she is aware of, within the required time, the fine will be charged to that school or department.
- 6.2.7 The principal/supervisor must investigate and 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).

7. Critical Injuries or Death

- 7.1 If a worker is critically or fatally injured, the principal/supervisor must **immediately** notify the:
 - a) Regional Superintendent
 - b) Environmental Health and Safety Advisor;
 - c) Spouse, significant other or next of kin; and
 - d) Ministry of Labour, if the EHS Advisor is unavailable.
- 7.2 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"> <input type="checkbox"/> Complete, sign and <u>email or fax</u> Form 175A Employee Accident/Incident Report to the Human Resource Services Helpdesk and <input type="checkbox"/> Investigate and take corrective action to prevent a reoccurrence 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure first aid is provided <input type="checkbox"/> Complete, sign and <u>email or fax</u> Form 175A Employee Accident/Incident Report to the Human Resource Services Helpdesk <input type="checkbox"/> Investigate and take corrective action to prevent a reoccurrence 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure first aid is provided <input type="checkbox"/> Provide transportation to physician/hospital/home <input type="checkbox"/> Complete, sign and <u>email or fax</u> Form 175A Employee Accident/Incident Report to Human Resource Services Helpdesk, within 24 hours <input type="checkbox"/> Investigate and take corrective action to prevent a reoccurrence <input type="checkbox"/> Support Return-to-Work Program 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure first aid is provided <input type="checkbox"/> Provide transportation to physician/hospital/home <input type="checkbox"/> Freeze and Secure accident scene <input type="checkbox"/> <u>Immediately</u> call: Regional Superintendent and Environmental Health & Safety Advisor <input type="checkbox"/> Complete, sign and <u>email or fax</u> Form 175A Employee Accident/Incident Report to Human Resource Services Helpdesk within 24 hours <input type="checkbox"/> Investigate and take corrective action to prevent further injury <input type="checkbox"/> 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 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"> <input type="checkbox"/> Places life in jeopardy or produces unconsciousness; <input type="checkbox"/> Causes the loss of sight of an eye; <input type="checkbox"/> Results in a substantial loss of blood; <input type="checkbox"/> Involves any fracture except a finger or toe; <input type="checkbox"/> Involves the amputation of a leg, arm, hand or foot; or <input type="checkbox"/> Consists of burns to a major portion of the body 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Ministry of Labour</td> <td style="width: 50%; text-align: right;">1-800-265-1676</td> </tr> <tr> <td><u>Education Centre</u></td> <td></td> </tr> <tr> <td>Phone</td> <td style="text-align: right;">519-527-0111</td> </tr> <tr> <td>Fax</td> <td style="text-align: right;">519-527-0608</td> </tr> <tr> <td>Environmental Health & Safety Advisor</td> <td style="text-align: right;">519-525-2067</td> </tr> <tr> <td>Human Resource Services Helpdesk</td> <td style="text-align: right;">hrshelpdesk@ed.amdsb.ca</td> </tr> </table>	Ministry of Labour	1-800-265-1676	<u>Education Centre</u>		Phone	519-527-0111	Fax	519-527-0608	Environmental Health & Safety Advisor	519-525-2067	Human Resource Services Helpdesk	hrshelpdesk@ed.amdsb.ca
Ministry of Labour	1-800-265-1676												
<u>Education Centre</u>													
Phone	519-527-0111												
Fax	519-527-0608												
Environmental Health & Safety Advisor	519-525-2067												
Human Resource Services Helpdesk	hrshelpdesk@ed.amdsb.ca												

8. Student Accident Reporting

8.1 All Student Injuries

- 8.1.1 The principal must instruct students to report all injuries to their supervising teacher. The teacher must notify the principal or designate.
- 8.1.2 The principal must ensure first aid is provided immediately by staff trained in first aid.
- 8.1.3 The principal must provide transportation to a physician/hospital/home and ensure the injured student is accompanied by someone trained in first aid.
- 8.1.4 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.
- 8.1.5 If the injured student receives medical attention, the principal must notify the parent(s)/guardian(s).
- 8.1.6 The principal must ensure that injuries are reported electronically on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (available through Maplewood). Note: when the OSBIE report is submitted electronically a copy goes to the Facilities Officer.
- 8.1.7 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).

8.2 Students Admitted to Hospital or Fatally Injured

- 8.2.1 If the student is admitted to hospital or fatally injured, the principal must **immediately** notify the:
 - a) Regional Superintendent
 - b) AMDSB Facilities Officer
- 8.2.2 The principal must ensure that injuries are reported electronically on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (available through Maplewood) **and** the checkbox beside **"If Person has been admitted to Hospital, or if fatally injured"** is selected.
- 8.2.3 The principal must ensure that the site of the accident remains undisturbed and isolated, until all investigations are complete.

8.3 Students Injured on Co-op Work Placement Outside of AMDSB

- 8.3.1 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.
- 8.3.2 The co-op teacher must report all co-op work placement injuries requiring medical attention electronically on OSBIE Incident Report (available through Maplewood), as outlined above.
- 8.3.3 In addition to 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.
- 8.3.4 Form 175D AMDSB Student Co-op Work Placement Accident Report along with the students completed Work Education Agreement must be emailed or faxed to the Human Resource Services Help Desk, **within 24 hours**.
- 8.3.5 Student co-op work placement injuries requiring medical attention must be reported to the WSIB within three days receiving medical attention. The WSIB levies a fine for late reporting. When a co-op teacher fails to report an injury to the Human Resource Services Help Desk 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

<p><u>First Aid</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide first aid <input type="checkbox"/> Complete electronic OSBIE Incident Report (Maplewood) <p><i>(Principal's discretion)</i></p>	<p><u>Medical Aid</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide first aid <input type="checkbox"/> Provide transportation and accompany student to physician/hospital/home <input type="checkbox"/> Complete electronic OSBIE Incident Report (Maplewood) within 24 hours 	<p><u>Admitted to Hospital or Fatally Injured</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide first aid <input type="checkbox"/> Provide transportation and accompany student to physician/hospital/home <input type="checkbox"/> Immediately call: Regional Superintendent and AMDSB Facilities Officer <input type="checkbox"/> Complete electronic OSBIE Incident Report (Maplewood) within 24 hours <input type="checkbox"/> Check box "If Person has been admitted to Hospital, or if fatally injured" 	<p><u>Co-op Work Placement</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If medical aid, complete electronic OSBIE Incident Report within 24 hours <input type="checkbox"/> Complete and sign Form 175D AMDSB Student Co-op Work Placement Accident Report and email or fax, along with a copy of the Work Education Agreement, to the Human Resource Services Help Desk, 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 that he or she is aware of, within the required time, the fine will be charged to that school.

<p>Ontario School Boards' Insurance Exchange</p>	<p>1-800-668-6724 (Fax) 519-767-0281</p>	<p><u>Education Centre</u></p>	<p>Phone 519-527-0111 Fax 519-527-0608 AMDSB Facilities Officer 519-440-9555 Environmental Health & Safety Advisor 519-525-2067 Human Resource Services Helpdesk hrshelpdesk@ed.amdsb.ca</p>
---	---	---------------------------------------	---

9.0 Parent, Volunteer or Visitor Accident Reporting

9.1 All Parent, Volunteer, or Visitor Injuries

- 9.1.1 The principal must ensure first aid is provided immediately by staff trained in first aid.
- 9.1.2 The principal must provide transportation to a physician/hospital/home and ensure the injured person is accompanied by someone trained in first aid. The principal must ensure that injuries are reported electronically on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (available through Maplewood). Note: when the OSBIE report is submitted electronically a copy goes to the Facilities Officer.
- 9.1.3 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)

9.2 Persons Admitted to Hospital or Fatally Injured

- 9.2.1 If the person is admitted to hospital or fatally injured, the principal must **immediately** notify the:
 - a) Regional Superintendent
 - b) AMDSB Facilities Officer
 - c) Spouse, significant other or next of kin
- 9.2.2 The principal must ensure that injuries are reported electronically on the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (available through Maplewood) **and** the checkbox beside **"If Person has been admitted to Hospital, or if fatally injured"** is selected.
- 9.2.3 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

<p><u>First Aid</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide first aid <input type="checkbox"/> Complete electronic OSBIE Incident Report (Maplewood) <p><i>(Principal's discretion)</i></p>	<p><u>Medical Aid</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide first aid <input type="checkbox"/> Provide transportation to physician/hospital/home <input type="checkbox"/> Complete electronic OSBIE Incident Report (Maplewood) within 24 hours 	<p><u>Admitted to Hospital or Fatally Injured</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide first aid <input type="checkbox"/> Provide transportation to physician/hospital/home <input type="checkbox"/> Immediately call: <input type="checkbox"/> Regional Superintendent; AMDSB Facilities Officer; and spouse, significant other or next of kin <input type="checkbox"/> Complete electronic OSBIE Incident Report (Maplewood), within 24 hours <input type="checkbox"/> Check box "If Person has been admitted to Hospital, or if fatally injured"
--	---	--

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.

<p>Ontario School Boards' Insurance Exchange</p>	<p>1-800-668-6724 (Fax) 519-767-0281</p>	<p><u>Education Centre</u></p> <p>Phone 519-527-0111 Fax 519-527-0473 AMDSB Facilities Officer 519-440-9555 Environmental Health and Safety Advisor 519-525-2067</p>
---	---	--