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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Death & Critical Injury – Reporting Requirements

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POLICY

It is the policy of Community Living Thunder Bay to document the process required for reporting a death or critical injury.

PURPOSE

To ensure the appropriate information is provided to the Ministry of Labour and the Joint Occupational Health & Safety Committee.

RESPONSIBILITY

It is the responsibility of the Executive Director to implement this policy.

GENERAL MANUAL PROCEDURE

**TOPIC: Death & Critical Injury –
Reporting Requirements**

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PROCEDURE:

1. **If a worker is killed or critically injured, the written report shall include:**
 - a) the name and address of the employer;
 - b) the nature and circumstances of the occurrence and the bodily injury sustained;
 - c) a description of the machinery or thing involved, if any;
 - d) the time and place of the occurrence;
 - e) the name and address of the person who was critically injured or killed;
 - f) the names and addresses of all witnesses to the occurrence;
 - g) the name and address of the physician or surgeon, if any, who is attending to or attended to the injured or deceased person; and
 - h) the steps taken to prevent a reoccurrence.

2. **If an accident, explosion or fire at a facility cause injury requiring medical attention but does not disable the worker from performing his or her usual work, the employer shall keep a record of the occurrence and the record shall include:**
 - a) the nature and circumstances of the occurrence and of the injury sustained;
 - b) the time and place of the occurrence;
 - c) the name and address of the injured worker; and
 - d) the steps taken to prevent recurrence.

3. **If an employer is advised that a worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board the report shall include:**
 - a) name and address of the employer;
 - b) the nature of the occupational illness and the circumstances which gave rise to the illness;
 - c) a description of the cause or the suspected cause of the occupational illness;
 - d) the period when the worker was affected;
 - e) the name and address of the worker who is suffering from the occupational illness;
 - f) the name and address of the physician, if any, who is attending to or attended to the worker for the illness; and
 - g) the steps taken to prevent further illness.