



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Reporting a Workplace Injury

Page 1 of 2

POLICY

It is the policy of Community Living Thunder Bay to establish a recording and reporting system relative to employee injuries.

PURPOSE

To establish a system of record keeping related to all injuries in the workplace.

RESPONSIBILITY

It is the responsibility of all employees to adhere to this policy.

GENERAL MANUAL PROCEDURE

TOPIC: Reporting a Workplace Injury

Page 2 of 2

PROCEDURE:

1. The following forms will be utilized for reporting injuries:
 - a) Employee Report of Incident Form
 - b) Functional Abilities Form
 - c) Employer's Report of Accidental Injury or Industrial Disease – WSIB Form 7
2. In the event of a workplace injury, the employee will seek first aid and report the incident to his/her Supervisor/Team Leader immediately. An Employee Report of Incident form must be completed by the employee and the Supervisor/Team Leader detailing the injury and cause.
3. If any medical attention is required, the employee will take the ESRTW package (letter to physician, FAF, PDA) (located at the main office or at the location) for presentation at the clinic or hospital. If needed, the Supervisor/Team Leader will arrange transportation for the employee to the clinic or hospital. ESRTW packages can be obtained from the Health and Safety Binder at the home or site, Human Resources or the Main Office.
4. Human Resources will assist in the completion of the Employer's Report of Accidental Injury or Industrial Disease for submission to the Workplace Safety and Insurance Board.
6. Human Resources will file all relevant forms with the Workplace Safety and Insurance Board within three (3) days of the employee seeking medical attention. A summary report of the injury will be forwarded to the Joint Occupational Health and Safety Committee.
7. Follow-up information required by the Workplace Safety and Insurance Board will be provided by the employee, Human Resources and/or Supervisor/Team Leader, if required.