Northeastern Catholic District School Board

REPORTING OF WORKPLACE INJURY/ILLNESS

Administrative Procedure Number: APH001

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is steadfast in its commitment to providing a safe and healthy work environment for employees, visitors, and contractors, in strict accordance with the *Occupational Health and Safety Act* (OHSA). The NCDSB is dedicated to fostering and upholding a culture of safety excellence, proactively mitigating work-related illnesses and injuries through collaborative efforts between employer and employee. By focusing on injury prevention, risk management, setting quantifiable goals, monitoring safety performance, and ensuring regulatory compliance, the NCDSB recognizes that a secure and conducive work and learning environment is essential for the well-being of all members of our school communities.

REFERENCES

Occupational Health and Safety Act (R.S.O. 1990)
Workplace Safety and Insurance Act, 1997
NCDSB Joint Health and Safety Committee Multi-Site Agreement
NCDSB Policy
H-1 Health & Safety

DEFINITIONS

First Aid
Means the emergency care or treatment of a minor injury on-site, administered under legislated first aid requirements, with the aim of preventing an injury or illness from becoming worse.

Health Care
Means the employee has required professional treatment given by or under the supervision of a physician at a medical facility or in transit to such a facility. This can also include treatment by a dentist, physiotherapist, chiropractor or registered nurse (extended class). The employee is able to return to their next scheduled work shift.

Lost Time
Means that the employee has required health care and has been unable to report for the start of the next scheduled work shift.

Critical Injury
Means an injury, as defined by the *Occupational Health and Safety Act*, 1990 that:

i) places life in jeopardy;
ii) produces unconsciousness;

iii) results in substantial loss of blood;
iv) involves the fracture of an arm or leg but not a finger or toe;
v) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
vi) consists of burns to a major portion of the body; or,
vii) causes the loss of sight in an eye.

PROCEDURES

1.0 GENERAL

1.1 Reporting work related injury/illness is governed in Ontario by two pieces of legislation: The *Workplace Safety and Insurance Act, 1997*, and the *Occupational Health and Safety Act (R.S.O. 1990)*.

1.2 The Workplace Safety and Insurance Board (WSIB) is the Ontario organization that is mandated by the *Workplace Safety and Insurance Act* to independently administer the workplace injury/illness claims of Ontario workers. It provides adjudication of employees claims for benefits covering health care and loss of earnings.

2.0 WSIB BENEFITS COVERAGE

2.1 All employees of the board, whether temporary or permanent, are eligible for benefits when they are deemed by WSIB to have suffered an injury/illness arising out of and in the course of their official duties.

3.0 WSIB LEGISLATED REQUIREMENTS

3.1 To comply with legislation, when an employee is injured at work or develops an occupational illness, the board as the employer is required to:

i) keep a record of all circumstances of injuries that require first aid, health care or result in lost time from work;
ii) complete and submit Employer's Report of Injury/Disease (Form 7) to WSIB within three (3) business days of becoming aware of a work-related injury/illness that requires health care or lost time from work;
iii) offer early and safe return to work programs to injured/ill employees using functional abilities information or WSIB Standard Medical Precautions;
iv) pay wages to the employee for the full shift on the day of injury without loss of sick credit; and,
v) pay transportation costs by such means as ambulance or taxi for initial medical treatment on the day of injury.

4.0 REPORTING WORK RELATED INJURY/ILLNESS

4.1 In the event that there is an injury/illness at the workplace, the site supervisor must assess the situation to determine appropriate courses of action and to ensure that required procedures are enacted. The site supervisor at a school is typically the school principal or vice principal, or the Teacher in Charge who has been delegated authority.

4.2 The first course of action is always to attend to the injured/ill person and to ensure the provision of appropriate first aid and/or medical intervention.

4.3 If the injury has the potential to be determined a ***Critical Injury***, or is a confirmed ***Critical Injury***, the Site Supervisor must ensure the following:

i) Secure the scene/area where the injury occurred and direct people away from this area with appropriate signage, barricades, pylons, etc. Do not move or remove items from the scene.

ii) Identify witnesses who observed the accident and record their names for follow up interviews.

iii) Report the injury to the Human Resources Department and/or the Superintendent's office as soon as possible.

4.4 In the case of a potential or confirmed ***Critical Injury***:

i) An independent investigation must be completed, including an interview with the injured worker and witnesses to the incident, and a physical investigation of the accident site. To support this process, the *IHSA Incident Investigation* guidelines will be used as a reference document.

ii) A certified Management representative, a certified worker Health and Safety representative for the workplace, and the Ministry of Labor representative must be included in the investigation. If the Health and Safety worker representative for the worksite where the accident occurred is not certified, a certified worker representative from another site must be included in the investigation.

iii) The Principal or Site Supervisor will complete the online *Principal/Supervisor Incident Report* for all school employees including the custodial/maintenance staff, within 24 hours of the accident.

iv) The Manager of Plant will complete the online *Principal/Supervisor Incident Report* for custodial/maintenance employees on March Break, Summer vacation and Christmas Break, within 24 hours of the incident.

v) An Employee who was injured must complete the online *Employee Incident Report* within 24 hours of the incident.

4.5 If any injury in the workplace has caused an employee to seek medical attention from a doctor, hospital or other health care professional, or if the injury has resulted in a loss of any work time, the employee must complete the online *Employee Incident Report* within 24 hours of the accident. The employee must also provide a copy of page 2 of the *Health Professional's Report (Form 8)* once completed by the health care practitioner providing treatment.

4.6 If the injured employee is unable to return to work or requires a modified work plan, a *WSIB Functional Abilities Form* must be completed by the employee's health care practitioner to identify the required modifications. Human Resources will then complete a *Modified Work Plan* in consultation with the Employee, Supervisor/Principal, and WSIB.

5.0 RELATED FORMS AND DOCUMENTS

DOCUMENT: IHSA Incident Investigation, 2019
FORM: Employee Incident Report
FORM: Principal/Supervisor Incident Report
WSIB Form 7: Employer's Report of Injury
WSIB Form 8: Health Professional's Report

WSIB Functional Abilities Form for Early and Safe Return to Work

Chief Executive Officer: *Tricia Stefanie Weltz*
Date: October 2024