



## **Critical Injury/Fatal Injury Response Program**

### **Roles and Responsibilities**

#### **Injured Worker**

If you are seriously injured on the job and can get access to a phone, call 911 and then ask for the First Aid attendant to come immediately to your location. If you are working on the site alone, carry a cell phone/radio with you at all times! Let another co-worker know where you are and report in on a regular basis. Establish a time line for communications so that the other worker will know if you have not reported in on time and can then initiate an enquiry to make sure you are not in distress. Above all, if you are hurt, stay calm and wait for help to arrive.

#### **Staff members**

In the event one of your co-workers or a contractor is seriously injured, call 911 and then page the First Aid attendant if there is one on site. Stay with the injured person until help arrives. Try to provide information as to the nature of the injury to the First Aid attendant and the Paramedics. If you are trained in First Aid, administer First Aid immediately and keep the injured person calm. Report the incident to a member of the JH&SC.

#### **First Aid Attendant**

When you are paged to assist an injured person, go immediately to their assistance. Ensure that an ambulance has been called and apply only the First Aid Treatment that you have been trained to give. Reassure the injured person and keep them as calm as possible to prevent them from going into shock. When the ambulance attendants arrive, give them as much information as possible in regards to the nature of the injuries of the injured person. Make a detailed report and forward it to a member of the JH&SC.

## **JH&SC**

**When receiving a report of a critical injury/fatal injury on the premises, notify your supervisor immediately. Secure the site of where the injury occurred to make sure that the site is not disturbed until the police and the Ministry of Labour arrive to investigate the incident. Start an investigation as soon as possible with the rest of the JH&SC and your supervisor.**

## **HR Manager ( Gerry Sutton/Peter Grawberger)**

**After being notified of a critical injury/fatal injury on the site, the HR Manager will notify the police, the immediate family of the injured person, ensure the site of the injury has been secured, start a preliminary major injury investigation and submit a written report to the Ministry of Labour within 48 hours.**

**Any investigation will include the following information as detailed in the OH&S Act.**

### **NOTICE OF ACCIDENTS**

5. (1) The written report required by section 51 of the Act shall include,
- (a) the name and address of the constructor and the employer;
  - (b) the nature and the circumstances of the occurrence and the bodily injury sustained;
  - (c) a description of the machinery or equipment involved;
  - (d) the time and place of the occurrence;
  - (e) the name and address of the person who was killed or critically injured;
  - (f) the names and addresses of all witnesses to the occurrence; and
  - (g) the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury.
- (2) For the purposes of section 52 of the Act, notice of,
- (a) an accident, explosion or fire which disables a worker from performing his or her usual work; or

- (b) an occupational illness,  
shall include,
  - (c) the name, address and type of business of the employer;
  - (d) the nature and the circumstances of the occurrence and the bodily injury or illness sustained;
  - (e) a description of the machinery or equipment involved;
  - (f) the time and place of the occurrence;
  - (g) the name and address of the person suffering the injury or illness;
  - (h) the names and addresses of all witnesses to the occurrence;
  - (i) the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness; and
  - (j) the steps taken to prevent a recurrence.

(3) A record of an accident, explosion or fire causing injury requiring medical attention but not disabling a worker from performing his or her usual work shall be kept in the permanent records of the employer and include particulars of,

- (a) the nature and circumstances of the occurrence and the injury sustained;
- (b) the time and place of the occurrence; and
- (c) the name and address of the injured person.

(4) A record kept as prescribed by subsection (3) for the inspection of an inspector shall be notice to the Director. R.R.O. 1990, Reg. 851, s. 5.

#### RETENTION OF REPORTS AND RECORDS

6. Where, under section 5, 51 or 68, a report or permanent record is prescribed to be kept, it shall be kept for,

**Note: On September 30, 2006, section 6 is amended by striking out “under section 5, 51 or 68” in the portion before clause (a) and substituting “under section 5 or 51”. See: O. Reg. 629/05, ss. 2, 7.**

- (a) a period of at least one year; or
- (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept. R.R.O. 1990, Reg. 851, s. 6.

**Use the Incident/Injury template when undertaking the investigation. Contact Bill Godkin of CEsafty if you have any questions or concerns.**