

WORKPLACE INCIDENT REPORTING AND INVESTIGATION

POLICY STATEMENT

Ontario Insulation Oshawa Limited requires all workers to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Supervisors will report the accident promptly to management to ensure timely submission to WSIB, if applicable. Each incident will be analyzed to determine causes and contributing factors. All the information; (contributing factors/root to the cause) will be collected and documented to be analyzed to reduce or eliminate the risk of further incident. Management is committed to assisting all personnel after an incident or an injury and to taking all steps necessary to minimize future occurrences of the incident.

DEFINITIONS

Incident: an unexpected event that may result in property damage, injury or illness to an worker or disruption of normal operations. includes any of category of events described below.

Minor Incident

- a. **Near Miss:** An incident that did not cause illness, injury, or damage, but had the reasonable potential to do so.
- b. **First Aid Injury:** a minor injury that does not require a visit to a doctor or health care clinic and where the worker can resume their normal work duties at latest on their next scheduled shift.

Moderate Incident

- a. **Medical Aid Injury:** refers to an injury sustained by a worker that requires professional services provided by a health care practitioner.
- b. **Lost Time Injury:** occurs when a worker does not return for their next scheduled shift due to an inability to work resulting from an injury that occurred in the workplace.
- c. **Occupational illness:** an illness caused by exposure to a health hazard at work. It affects normal body mechanisms and changes a worker's health.

Critical incident

- a. **Critical injury:** any injury that places life in jeopardy; causes unconsciousness; results in significant blood loss; involves the fracture of a leg or arm, but not a finger or a toe; involves amputating all or part of an arm or leg, but not a finger or a toe; consists of burns to a major portion of the body; or causes the loss of sight in an eye.
- b. **Fatality:** a death.

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ROLES AND RESPONSIBILITIES

For the purposes of this policy the following actions and responsibility will apply:

COLOR CODE LEGEND		
	Minor Incident (Near Miss, First Aid Injury)	
	Severe Incident (Medical Aid Injury, Lost Time Injury, Occupational Illness)	
	Critical Incident (Critical Injury, Fatality)	

a. Workers

		Immediately report any near miss or incident to their immediate supervisor and collaborate in the investigation process. Complete Workplace Incident Reporting Form .
		Seek medical attention if needed.
		Cooperate fully with securing the incident scene and with an investigation.
		Complete worker's report of injury/disease (WSIB Form 6) and submit to WSIB and supervisor.
		If a <i>Functional Abilities Form</i> is provided by healthcare provider after workplace injury, the worker provides a copy of the form to HSR.
		In case of loss of time due to an injury or illness, the worker will provide medical updates and fully cooperate with the supervisor and in the return-to-work process.

b. Supervisors/Managers

		Ensure workers report any near miss or incident. Ensure a Workplace Incident Reporting Form is completed.
		Ensure the injured and/or ill worker receives appropriate first-aid or medical treatment as required. Arrange for transportation for injured worker to medical treatment if required.
		Contain the incident area to prevent further injury or damage and maintain it for investigation purposes. Call 911, the provincial OHS department, the HSR, and the family as appropriate.
		Perform an investigation. Ensure an atmosphere of cooperation is fostered to understand the root causes of the incident.
		Report the accident to the Constructor through their Safety Coordinator or Project Manager, if Ontario Insulation Oshawa Limited is not the Constructor.
		Determine any corrective and preventive action to be taken and ensure that such action is implemented.

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		Develop a Critical Incident Report (ON00276E) report within 48 hours, describing what happened and giving any information that may be required by the OHS officer/inspector.
		Ensure the Employer's Report of Injury/Disease (WSIB Form 7) is completed and submitted to WSIB within 72 hours/3 days as mandated.
		Follow up with injured or ill workers after an incident and obtain any additional pertinent information not provided in the investigation.
		Maintain any documentation, in confidence, submitted by the worker in relation to the injury.
		Keep current on the status of any claims and to provide meaningful alternative work for workers who are on modified duties. Contact the injured worker as frequently as the injury deems, or at least once a week.
		Collaborate with injured or ill worker, their supervisor, the worker's physician, and WSIB to find suitable modified work if needed and organize worker's return to work.
		Keep on file a record of the incident including the investigation report, first aid information and any other documentation pertaining to the incident indefinitely.

c. HSR

		Review incident reports, investigations, corrective, and preventive actions at the Health and safety meetings.
		Make recommendations regarding corrective action and ensure that such action is implemented.
		Attend the accident scene and assist in developing a report within 48 hours, describing what happened and giving any information that may be required by the Ministry of Labour OHS officer/investigator.

d. Contractors/Subcontractors

		All incidents and injuries must be reported to their employer and the Business owner or whomever is managing the contract.
		Must complete and submit a workplace incident reporting form to HSR within 24 hours of the incident/injury.
		HSR will review the reports and follow up as necessary.
		Contain the incident area to prevent further injury or damage and maintain it for investigation purposes. Call 911, the applicable OHS department, the Business owner, and the family as appropriate.
		Complete and submit all investigations and reports as directed by the OHS officer/investigator and the Business owner or whomever is managing the contract.