

TYPE:	Employment-Related
TITLE:	Accident, Injury, Illness, Incident and Hazard Reporting
NO.:	EMPL-323
RESPONSIBILITY:	Chief Administrative Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	May 2020
REVISED DATE(S):	
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1. Introduction

As part of its internal responsibility system (IRS) Durham College will exercise due diligence and good industry practices through compliance with the Ontario Occupational Health and Safety Act (OHSA), Workplace Insurance Act and all other relevant standards and guidelines.

Durham College will ensure reasonable precautions are in place for the protection of its employees, students and visitors and contractors. Accidents, incidents and hazards will be investigated, ensuring opportunities to effect change to prevent reoccurrence are taken.

2. Purpose

This policy and procedure has been developed to provide direction to assure proper communication, reporting and investigation of accidents, incidents and hazards occurring in the workplace and/or arising from work duties, as required by the OHSA and the Workplace Safety and Insurance Board (WSIB).

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. Every reasonable precaution will be taken for the protection of employees, students, visitors, and contractors. Durham College's commitment to its health and safety program will be reflected by encouraging the promotion and support of joint education, awareness and co-operative resolutions to control or eliminate workplace hazards.

5. Procedure

5.1. Legislative requirements

5.1.1. Where a person is killed or critically injured from any cause at a workplace the following must be immediately notified by telephone or other direct means and a written report prepared and distributed per OHSa within 48 hours: (OHSa, Sec 51(1));

- a) A Ministry of Labour inspector;
- b) The Health and Safety Representative;
- c) The Joint Health and Safety Committee; and
- d) The trade union, if any.

These reporting requirements must be followed for employees, students and visitors.

5.1.2. Where a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at the workplace, but no person dies or is critically injured because of that occurrence, the following must be notified in writing within four days: (OHSa, Sec 52(1));

- a) A Ministry of Labour inspector; if requested;
- b) The Health and Safety Representative;
- c) The Joint Health and Safety Committee; and
- d) The trade union, if any.

These reporting requirements must be followed for employees only.

5.1.3. Where an employee is involved in an incident, or occupational illness which requires more than first aid and/or is absent from work, earns less than regular pay, and/or requires modified work for more the seven calendar days, it must be reported to the WSIB using a Form 7 submission within three days . This includes accidents to employees or students that take place outside Ontario when the individual is engaged in College business and receiving salary to do so.

5.1.4. Where a student suffers a work-related injury or illness during an unpaid work placement (as part of their requirements for their program of study), WSIB reporting requirements apply. Refer to ACAD-119 for further detail.

5.2. Reporting procedure for employees

- 5.2.1. All incidents, accidents, injuries, illnesses or hazards must be reported within 24 hours using the online reporting forms located on ICE. Should electronic reporting be unavailable, the health and safety officer must be immediately notified at extension 2140 or via email.
- 5.2.2. Copies of these documents are forwarded to the Health and Safety Officer, the injured party; the injured party's supervisor and the Manager, Insurance and Risk Management as appropriate.
- 5.2.3. In case of an injury that places life in jeopardy, produces unconsciousness or substantial loss of blood, involves a fracture of an extremity, loss of sight in an eye or burns to a major portion of the body (critical injury), the priority is to obtain prompt treatment for the individual involved. Campus Security should be called at extension 2400 or 905 721-3111. After appropriate treatment has been given, the Health and Safety Officer should be notified and the Accident/Injury Report Form completed.
- 5.2.4. Any injury to any other person on the College campus shall be investigated at the discretion of either co-chair of the Joint Health and Safety Committee. The Committee shall review the circumstances of the accident and make any recommendations for preventive measures to the appropriate person in the College.

5.3. Reporting procedure for students

- 5.3.1. Students are responsible for ensuring that all accident/incidents or hazards in which they are involved are reported to their instructor or person in charge of the area where the accident occurs.
- 5.3.2. In the case of an accident to a student during the course of classroom instruction, laboratory work or off-campus instructional activity, the supervisor of the activity is responsible for promptly investigating the circumstances of the accident and ensuring the online form located on ICE is completed within 24 hrs.
- 5.3.3. In the case of a student on a work placement, refer to ACAD-119 for reporting procedure.
- 5.3.4. Any injury taking place during the course of College-sponsored activities shall be promptly investigated by the appropriate area supervisor and an online accident report completed. In case of a critical injury, the Health and Safety Officer shall be immediately informed. A copy of the report shall be sent to the Manager, Insurance and Risk Management.

5.3.5. In the case of a student who is on campus, not engaged in classroom or athletics activities, any injury is to be reported to Campus Security who will take a report and submit it through the Incident Report System. The Office of Campus Safety will forward a copy of this report to Insurance and Risk Management.

5.4. Insurance and Risk Management reporting procedure

5.4.1. Where required, the Office of Insurance and Risk Management will file the necessary forms with WSIB and the Ministry of Colleges and Universities (MCU) and make the initial contact with the Ministry's designated insurance company.

5.4.2. The Office of Insurance and Risk Management shall keep and maintain statistics on all student, contractor and guest accident/incidents and prepare monthly summary reports to be provided to the Joint Health and Safety Committee.

6. Roles and responsibilities

6.1. The roles and responsibilities of the directors and officers of the College, its supervisors, its employees and contracted services, are stipulated in the OHSA.

6.2. All employees share a legal duty and responsibility to take any reasonable action necessary to protect themselves and others from workplace hazards while performing their work. Employees must immediately report workplace injuries to their supervisor and actively engage in any return to work process.

6.3. Supervisors will be held accountable for the health and safety of employees and students under their supervision, while ensuring that their equipment and environment is safe. Supervisors will also ensure that their employees and students work in compliance with legislation and established safe work procedures. Supervisors must also ensure that within 24 hours of the injury a DC accident report has been completed or is completed on behalf of the injured employee if they are unable to do so.

6.4. Employees and students will be given the training necessary to perform their specific work and learning tasks to protect their health and safety and the safety of those around them. All employees, students, visitors, and contractors will be responsible for protecting their own health and safety and complying with legislation and safe work and learning practices and procedures as established by Durham College.

Administrative Reporting

- 6.5. All College employees are responsible for ensuring that all accidents/incidents, involving themselves, their students or guests are reported according to this policy and procedure.
- 6.6. The Health and Safety Officer is responsible for informing the Ministry of Labour, the Joint Health and Safety Committee, and the union, if any, of a critical injury.
- 6.7. The Health and Safety Officer is responsible for employee reporting requirements to WSIB as well as notifying JHSC, Board of Governors and union as required. The Office of Insurance and Risk Management is responsible for student, contractors and visitors reporting requirements

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- 8.1. Failure to comply with the OHSA, its regulations and all other relevant standards and guidelines could result in injury, impairment or loss of life. If convicted of an offense under the OHSA, significant fines, individual and corporate, could result.
- 8.2. Under the Workplace Safety and Insurance Board disability insurance plan, significant surcharges could be levied on the College for poor safety performance (high frequency and/or severity of employee injuries).

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Occupational Health and Safety Act
- Workplace Safety and Insurance Act
- WSIB forms
- Accident/injury reporting form
- Hazard reporting form