

BOARD ADMINISTRATIVE PROCEDURE	
<small>Administrative Procedure</small> Critical Injury/ Fatality Reporting	<small>Administrative Procedure Number</small> 814
<small>Directional Policy</small> Healthy Schools and Workplaces - 800	

TITLE OF ADMINISTRATIVE PROCEDURE:

Critical Injury/ Fatality Reporting

DATE APPROVED: October 1, 2019

PROJECTED REVIEW DATE: October 1, 2024

DIRECTIONAL POLICY ALIGNMENT: This Administrative Procedure aligns with the Healthy Schools and Workplaces Directional Policy by communicating to staff the requirements and expectations with respect to ensuring timely and accurate reporting of critical injuries and fatalities to the Ministry of Labour, Joint Health and Safety Committee, Union, and other parties as applicable/ required under Occupational Health and Safety legislation.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN: The Critical Injury/ Fatality Reporting Administrative Procedure supports our vision of *Achieving Excellence in Catholic Education* by ensuring our structures, processes, relationships and actions reflect our Gospel values and Catholic Social Teachings. This vision calls the Board to these Strategic Priorities:



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The Peterborough Victoria Northumberland and Clarington Catholic District School Board values the health and safety of all of our staff, students, visitors and guests. To this end, the Board has developed a comprehensive health and safety program aimed at preventing incidents/injuries and establishing safe work procedures and practices.

This Critical Injury/ Fatality Reporting Administrative Procedure applies in the event of a critical injury or fatality involving any person while on Board premises or Board business including but not limited to Board employees, contractors, sub-contractors, students, parents, visitors and guests.

A Critical Injury is an injury of a serious nature that:

- a. places life in jeopardy;
- b. produces unconsciousness;
- c. results in substantial loss of blood;
- d. involves the fracture of a leg or arm (including fracture of a wrist, hand, ankle or foot) but not a finger or toe;
- e. involves the amputation of a leg, arm, hand, or foot but not a finger or toe;

- f. consists of burns to a major portion of the body; or
- g. causes the loss of sight in an eye.

Process:

- Immediately assess and secure the scene to prevent secondary accidents from occurring. Lockout any equipment to prevent further injury.
- Render immediate assistance to the injured party, summoning medical assistance where necessary.
- The Principal/Supervisor/Manager will determine if the injury meets the definition of a critical injury/ fatality by using the criteria stated in the definition stated at the end of this document.
- Preserve the scene. Where a person is killed or critically injured, the Occupational Health and Safety Act stipulates that no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by the Ministry of Labour Inspector, except for the purpose of:
 - a. saving a life or relieving human suffering;
 - b. maintaining an essential public utility service or a public transportation system; or
 - c. preventing unnecessary damage to equipment or other property.
- Where wreckage is present, and it is necessary for the reasons outlined above to disturb the accident scene, record details of the original scene through notes, sketches and/or photographs, where feasible.
- Immediately notify the following by telephone or other direct means:
 - Where applicable, Emergency Services (eg. 911)
 - Health and Safety Officer (or Human Resource Services designate) at 705-748-4861 ext 290 or 705-761-0148 (cell)
 - Principal/Supervisor/Manager responsible for the worker

NOTE: The Health and Safety Officer will be the primary contact to the Ministry of Labour, Joint Health and Safety Committee, and Union. If the Health and Safety

Officer or designate cannot be reached a Principal, Supervisor or Manager would contact the following:

- Joint Health and Safety Committee Worker Co-Chair
 - the applicable Union President for the injured employee (if applicable)
 - Ministry of Labour call centre 1-877-202-0008
- Where a Critical or Fatal injury is identified, the Health and Safety Officer or designate will forward a written report of the critical injury/ fatality occurrence to the Ministry of Labour within 48 hours as required by the Occupational Health and Safety Act and associated Regulations. Content of the report will include:
 - a. name and address of the employer;
 - b. nature and circumstances of the occurrence and the bodily injury sustained;
 - c. a description of the machinery or equipment involved;
 - d. date, time, and place of the occurrence;
 - e. 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;
 - h. other information as required by applicable Regulations.
 - Where an employee is critically or fatally injured the Principal/ Supervisor/ Manager will ensure the appropriate Employee Incident Injury Report is completed and forwarded to the Human Resources Department within 24 hours. The Supervisor Investigation portion of the report shall be complete with investigation details, contributing factors, root causes, and corrective actions taken identified.
 - For students/ visitors, the Principal/ Supervisor/ Manager will ensure the student emergency contact is contacted (where applicable) and the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (where applicable) is completed. A copy of the OSBIE report is to be forwarded to the Administrative Assistant to the Superintendent of Business. Where necessary, in circumstances where the injured person is admitted to the hospital or fatally injured, the facility will ensure that OSBIE Claims Department is immediately notified by telephone at 1-800-668-6724.

Additional Reporting Obligations:

- Elevating Devices- Ontario Regulation 209/01, Section 36 identifies additional reporting requirements should an incident involve an elevating device. Please refer directly to the regulation.
- Serious Electrical Incident- The Ontario Electrical Code Rule 2-007 requires that any serious electrical incident be reported within 48 hours after the occurrence. It also requires that the scene be held until permission to release the scene is given by an inspector. The phone number to report these incidents is 1-877-ESA-SAFE or 1-877-372-7233.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Critical Injury/ Fatality Reporting Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring Principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Ensuring staff whom they supervise are aware of the requirements under this Administrative Procedure.
- Completing necessary notifications in the event the Health and Safety Officer or designate cannot be reached.
- Contacting the emergency contact for a student or staff member (where necessary), to notify them of the injury.
- Ensuring the applicable Employee Incident or OSBIE report for the incident is filed in a timely manner.

Health and Safety Officer or designate is responsible for:

- Ensuring necessary notifications are made to all required parties in a timely manner.
- Providing support to Principals, Vice-Principals, Managers, Supervisors and the Multi-Site Joint Health and Safety Committee in accident investigations and identification of corrective actions.

Multi-Site Joint Health and Safety Committee is responsible for:

- Investigation of Critical Injuries and Fatalities as per the requirements outlined in the current Multi-Site Joint Health and Safety Committee Terms of Reference.

Staff are responsible for:

- Reporting injuries and incidents in a timely manner through the designated incident reporting software.
- Maintaining an awareness of this Administrative Procedure.
- Preserving the scene of the incident where required by this Administrative Procedure.

PROGRESS INDICATORS:

Critical injuries and fatalities will be reported timely and accurately to the Ministry of Labour, Joint Health and Safety Committee, Union, and other parties as applicable/required under Occupational Health and Safety legislation.

DEFINITIONS:

Critical Injury: An injury of a serious nature that:

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm (including fracture of a wrist, hand, ankle or foot) but not a finger or toe;
- e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

A critical injury must be reported if there is a connection between the hazard that gave rise to the injury and worker health and safety (Ministry of Labour Clarification on the definition of Regulation 834: Critical Injury; January 2017)

REFERENCES:

Occupational Health and Safety Act
Industrial Establishment Regulation
Critical Injury Regulation
Ministry of Labour Clarification on the Definition of Regulation 834: Critical Injury
(Issued: January 2017)
2018 Ontario Electrical Safety Code
Elevating Devices Regulation - Ontario Regulation 209/01
PVNCCDSB Multi-Site Joint Health and Safety Committee Terms of Reference
[PVNC Catholic District School Board Vision, Mission and Strategic Priorities](#)