

WHAT IS...?

First Aid

Any incident at work, which requires the employee to receive first aid treatment by a trained first aider, but the injury does not require the employee to seek professional health care.

A Violent Incident

Any act, in which a person is abused, threatened, intimidated or assaulted as a result of his/her employment and/or relationship with the Board.

A Medical Aid

Any injury occurring at work, which requires the employee to seek health care from a health care professional.

An Occupational Illness

Any illness, which is acquired at work by an employee, engaged in a work activity (i.e. Tuberculosis, Hepatitis, or noise induced hearing loss).

A Critical Injury

Any injury occurring at work which causes: loss of sight, loss of a large quantity of blood, and/or amputation of a hand, arm, leg (but not a finger or toe), the fracture of a hand, arm, leg (but not a finger or toe), a burn to a major portion of the body, and/or cause unconsciousness.

A Fatality

Any death occurring at a workplace, which is caused by a work related activity.

The Algonquin and Lakeshore Catholic District School Board is committed to providing a workplace free of Violence and Harassment.



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

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PREPARED BY

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INCIDENT REPORTING

PART 1 OF 2; SEE **INCIDENT INVESTIGATION**

A PRACTICAL GUIDE TO CREATING
A SAFE WORK ENVIRONMENT



*Making our Board the
Safest Place to Learn,
Work and Play In.*

Procedure for RESPONDING & REPORTING WORKPLACE INCIDENTS

1. All incidents must be reported immediately to your Supervisor.
2. Appropriate First Aid and/or medical attention to the injured person must be provided, as soon as possible.
3. If needed, the Site Administrator/Supervisor must arrange transportation to a medical facility or home, for the injured worker. The Board pays for the cost.
4. All First Aid incidents must be logged in the first aid log, located next to the first aid station.
5. The Principal/Site Supervisor must ensure that all incidents are reported to Payroll and Benefits, as soon as possible.
6. The Payroll and Benefits office must report all incidents requiring professional health care, all lost time injuries, needle stick injuries and all occurrences of an occupational illness to the WSIB. Do your part – ensure these are reported to your Site Administrator as soon as they occur.
7. If a critical injury has occurred, the Ministry of Labour must be informed immediately. The official reporting occurs through Payroll and Benefits. Please reference the Critical Incident Reporting Procedure (**Incident Investigation pamphlet; Part 2 of 2**).
8. Incident investigations must be conducted by the employee's Supervisor, along with the appropriate members of the Local Health & Safety Sub-Committee.



IMPORTANT TIMELINES TO REMEMBER

- Incidents must be reported immediately to your Site Administrator/Supervisor
- Any incident that requires an employee to seek outside health care, results in lost time or results in an occupational illness must be reported to the WSIB within three (3) days of the management team becoming aware of it.
- An employee has only six (6) months to report any incident to the WSIB, which they feel is work related. If this does not occur, the WSIB will not accept the claim. Please ensure that all work related incidents are reported immediately to your Supervisor.
- All critical injuries must be reported to the Ministry of Labour immediately. Please reference Critical Incident Reporting Procedure (**Incident Investigation pamphlet; Part 2 of 2**).
- In the event of a Critical Injury, the incident scene must not be altered until the clearance has been received from the Ministry of Labour.

EVERY SITE MUST HAVE

- The appropriate number of trained First Aiders. Staff incidents must be treated by a designated First Aider, who is the holder of a valid First Aid Certificate.
- A first aid log and an appropriately stocked first aid kit containing the following:
 - St. John Ambulance First Aid Manual, current edition.

For workplaces with 5 to 15 employees

- 1 card of safety pins;
- 24 adhesive dressings;
- 12 sterile gauze pads;
- 4 rolls of 2" gauze bandage;
- 4 rolls of 4" gauze bandage;
- 4 sterile surgical pads;
- 6 triangle bandages;
- 2 rolls of splint padding; and
- 1 roll-up splint.

For workplaces with 15 to 200 employees

- 24 safety pins;
- 1 basin, preferably stainless steel;
- 48 adhesive dressings;
- 2 rolls, 1" wide adhesive tape;
- 12 rolls, 1" gauze bandage;
- 48, 3" sterile gauze pads;
- 8 rolls, 2" gauze bandage;
- 8 rolls, 4" gauze bandage;
- 6 sterile surgical pads;
- 12 triangle bandages;
- 2 rolls of splint padding; and
- Splints of assorted sizes.
- *Incident Reporting Forms* must be readily available on the site safety bulletin board and the office area. In addition, they are available on the ALCD SB I-Share site.