

1. Procedure:

- Supervisor to collect factual data relating to the occurrence of work injury and help to develop a statistical data base.
- Collect data for completion of report to the W.S.I.B. to provide complete information on which to have a decision for payment.
- Complete the Supervisor Investigation portions of the online report.
- Investigate and take corrective action on an incident.
- Ensure that corrective action is taken to eliminate recognized causative factors.
- Employee to assist in performing an effective investigation, especially in the case of a serious or critical injury.

2. Definitions:

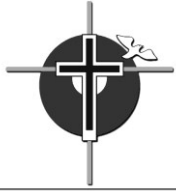
1) Types of Results

- a) First Aid Injury – An injury of such minor nature that treatment can be carried out by First-aider.
- b) Near Miss – An incident caused by an unsafe act, an unsafe condition or a combination of both in the work environment which could have resulted in property loss and/or physical harm.
- c) Lost Time Injury – A work-related injury, which results in lost time from work, beyond the day of the injury
- d) Medical Aid Injury – A work related incident, which requires medical treatment but does not result in time lost from work.
- e) Modified Work - A re-assignment of duties to employees who are injured on the job after the injured employees are medically able to perform essential duties of their pre-injury employments or are medically able to perform suitable or modified work.

2) Types of Incident/Definitions of Codes

- a) Struck or Contact By – is one in which a person has been contacted both abruptly and forcefully by some object in motion (eg. Box falls off shelf, employee jabs needle into finger, person pushing cart runs into another person); or has been contacted non-forcefully by some substance or agent which has an injury - upon-contact characteristic (eg. Employee is splashed by hot or corrosive solution).
- b) Struck against/contact with –is one in which a person contacts either abruptly and forcefully, some object in his surroundings (eg. Employee strikes leg against desk; person bumps head against cupboard door); or comes into contact non-forcefully with some substance or agent capable of producing injury on the basis of mere non-forceful

- contact (eg. Electrical shock, hot pipe, employee places hand in scalding or corrosive fluid).
- c) Caught in, on or between – is one in which:
- a person is trapped in some type of enclosure, or a part of a person’s body is caught fast in some type of opening. Eg. A person is caught in an elevator, locked into a refrigerated room, shut into some type of vessel such as a boiler,
 - a person or some part of his clothing is caught on some protruding object, e.g. person catches hand on a sharp edge, catches loose clothing on a revolving spindle or on some protruding object;
 - a person is pinched, crushed or otherwise caught between either a moving object and a stationary object or between two or more moving objects, eg. Person jams fingers between wheeled cart and doorway, person catches arm in elevator door, jammed between loaded moving cart and a wall.
- d) Slips, Trips & Falls –can be subdivided into two categories – falls from the same level (eg. floor) and falls from heights or “above floor level”. A slip or a trip should also be recorded under this category. A foot level fall occurs when a person slips or trips, eg. A person slips on foreign matter on floor. A fall from heights occurs when a person falls to below the level on which he/she was standing or walking, eg. A person falls from a ladder, window, chair or on stairs.
- e) Over-exertion/strain- is one in which a person put excessive strain on some part of his body. Eg. Employee strains his/her back or some other part of their body, eg. An employee strains back or shoulder lifting equipment, supplies, etc.
- f) Exposure – An exposure incident is one in which the employee is exposed to harmful conditions; eg.:
- toxic gases, fumes or vapors
 - extremes of heat or cold
 - radioactive radiation
 - intense light brightness
 - contagious conditions
 - oxygen deficient atmospheres
- g) Violent Incident – Physical assault causing bodily harm. See definition OHS Act S. 1 (1). Example of violent incident is where the person is capable of understanding that the action, he/she made is wrong and the person intended to injure staff person.
- i. Aggression – Physical assault causing or not causing bodily harm where the



ADMINISTRATIVE PROCEDURE

D1:2C

Safety and Security – Occupational Health and Safety EMPLOYEE ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

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aggressor is a special needs student acting out. Examples of behaviors are: hitting, kicking, biting, scratching, shouting and swearing.

Or

Incidents where there is no intent to cause harm. Examples of behaviors are:
accidental contact with staff during a seizure or spasm.

- ii. Repetitive body movement
- iii. Traumatic Event – Catastrophic event directly related to the workplace.

3) Root Cause - This identifies the primary or underlying cause or condition for an incident/accident.

- **Immediate cause:** eg. - Was not wearing protective glasses while working on a saw.
- **Root cause:** eg. - Worker was not wearing protective glasses because he did not receive training in personal protective equipment.

4) Reporting forms can be found on the following link:

[CDSBEO Incident Reporting Tool \(onlineincidentreporting.ca\)](http://onlineincidentreporting.ca)