

1. Purpose:

To determine the need to report to the Ministry of Labour Training and Skills Development.

2. Procedure:

a) Critical Injuries

As per *Section 51 (1)* of the *Occupational Health & Safety Act*, all *Critical Injuries**, that occur at any of the Board's work locations, must be reported to the Ministry of Labour Training and Skills Development (MLTSD) immediately.

The report must be followed up by a written report within 48 hours. The information required for this report is attached for your information (fax and telephone numbers are listed below).

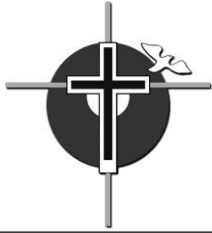
Section 51 (1) of the *Occupational Health and Safety Act* includes all persons (employees, students, volunteers and any visitors) to any Board facilities. Once the *Critical Injury* has been reported, it will be up to the MLTSD to decide if they wish to investigate. As a precaution, the area where the injury took place should be secured until the Ministry of Labour has indicated whether or not they intend to investigate. This will likely be done when the injury is first reported.

MLTSD Health and Safety Contact Centre: 1-877-202-0008

b) Accident, Explosion or Fire Causing Injury

Section 52 (1) of the *Occupational Health and Safety Act* includes all persons (employees, students, volunteers and any visitors) to any Board facilities.

Where an accident, explosion or fire causes injury to a person at a workplace whereby the person is disabled from performing his or her usual work or requires medical attention, and such occurrence does not cause death or critical injury to any person, the employer shall give notice in writing, within four days of the occurrence, to a Director, and to the committee, health and safety representative and trade union, if any, containing such information and particulars as are prescribed.



c) Occupational Illness

Section 52 (2) of the *Occupational Health and Safety Act* includes all workers to any of the Board facilities. If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to a Director, to the committee or a health and safety representative and to the trade union, if any, containing such information and particulars as are prescribed.

d) Definition

**Critical Injury - Defined (R.R.O. 1990, Reg. 834)*

For the purposes of the Act and Regulations, "critically injured" means 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 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.