

Critical Injury Policy Township of Springwater

Approved: July 12, 2010
Effective: July 12, 2010
Next Review: July 2011

Department: All Departments
Subject: Health & safety, critical
injury
Policy Number: A09 - CR

A. Policy Statement

The Township of Springwater is committed to the health and safety of employees, contractors, visitors and the general public.

B. Purpose

The purpose of the Critical Injury Policy is to outline the protocol for dealing with critical injuries in the workplace. Where an employee is critically injured in a work related incident, all employees are required to comply with the Critical Injury Policy.

C. Scope

This policy applies to all employees of the Township including part-time firefighters, temporary workers (supplied labour) and contractors.

D. Definitions

'Council' means the Council of the Corporation of the Township of Springwater.

'Critical injury' is an occupational injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in a substantial loss of blood
- Involves a fracture of a leg or arm, but not finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or a toe
- Consists of burns to a major portion of the body
- Causes loss of sight in an eye

'JHSC' means the Joint Health and Safety Committee for the Corporation of the Township of Springwater.

'Manger of Human Resources' means the Manager of Human Resources for the Corporation of the Township of Springwater.

'MOL' means the Ministry of Labour.

'Township' means the Corporation of the Township of Springwater.

'WSIB' means the Workplace Safety and Insurance Board.

E. General

This Policy shall be administered by departments.

This Policy shall be referred to as the 'Critical Injury Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

F. Authority

The authority for the Critical Injury Policy shall be by the endorsement of the Township of Springwater's JHSC and by the approval of the Township of Springwater Council.

ATTACHMENT A PROCEDURES FOR THE CRITICAL INJURY POLICY

A. General

When a critical injury occurs, the supervisor shall immediately, by telephone or by other direct means, contact:

- 911 to obtain medical and police assistance
- MOL
- The certified worker member and the certified management member of the JHSC
- The Chief Administrative Officer
- The Manager of Human Resources
- The Township's legal counsel

B. Scene

Where a person is critically injured in the workplace, no person shall interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene or connected with the occurrence until permission has been given by a MOL inspector, except for the purpose of:

- saving a life or relieving human suffering
- maintaining an essential public utility service or public transportation system, or
- preventing unnecessary damage to equipment or other property.

C. Internal Investigating

The employer will establish an investigation team consisting of the certified worker member of the JHSC and the certified management member of the JHSC.

The investigation team will:

- investigate the accident at the site (without disturbing the evidence),
- interview witnesses and if required, co-workers and supervisory personnel, and
- prepare a written report of their findings and recommendations to prevent a re-occurrence.
- The written report shall clearly state it has been prepared without prejudice and should be for internal use only.

D. Ministry Reporting

The completed report will be:

- faxed to the MOL within 48 hours,
- distributed to members of the JHSC and Manager of Human Resources, and

- send to a director a written report of the circumstances of the occurrence containing such information and particulars as prescribed.

A template letter for reporting of a fatality or a critical injury to MOL has been attached as Attachment C and D.

**ATTACHMENT B
ROLES AND RESPONSIBILITIES**

A. Managers / Supervisors

It is the responsibility of the manager / supervisor to:

- Notify the proper authorities and workplace parties
- Preserve the scene of the incident
- Initiate an investigation

B. Investigators

It is the responsibility of the investigators to:

- Not disturb the scene of the accident until the scene is released by the MOL
- Carry out the formal investigation as soon as possible
- Prepare an investigation report (see Incident / Injury Reporting and Investigation Policy)

C. Manager of Human Resources

It is the responsibility of the Manager of Human Resources to:

- Provide direction and technical assistance for critical injury investigations

ATTACHMENT C
PRECEDENT INCIDENT REPORT UNDER SECTION 51 OHSA – FATAL INCIDENT

(to be completed on letter head)

[Date]

VIA FACSIMILE

Director
Occupational Health and Safety Branch
c/o (name of instructor)
Construction Health and Safety Branch
Ontario Ministry of Labour

Dear Sir/Madam

The Township of Springwater is writing, pursuant to the obligations of section 51 of the *Occupational Health and Safety Act*, to report a fatal incident at the workplace. We wish to report the following information:

1. The worker was employed with the Township of Springwater. The contractor at the project is _____.
2. The worker was fatally injured after _____.
3. Construction machinery involved at project _____.
4. The incident occurred at _____ (time) on _____ (date).
5. The person involved in the incident was _____ (name of person and address).
6. Witnesses to the incident are as follows:
(provide names and addresses of all witnesses to the incident)
7. The attending physician was (provide name of physician, name of hospital and address for physician)

We trust that this information is satisfactory to comply with the *Occupational Health and Safety Act*.

Yours very truly,

The Township of Springwater

Per: Manager of Human Resources

**ATTACHMENT D
PRECEDENT INCIDENT REPORT UNDER SECTION 51 OHSA – CRITICAL
INCIDENT**

(to be completed on letter head)

[Date]

VIA FACSIMILE

Director
Occupational Health and Safety Branch
c/o (name of instructor)
Construction Health and Safety Branch
Ontario Ministry of Labour

Dear Sir/Madam

The Township of Springwater is writing, pursuant to the obligations of section 51 of the Occupational Health and Safety Act, to report a critical incident at the workplace. We wish to report the following information:

1. The worker is employed by the Township of Springwater.
2. The worker was _____ (add brief details of incident, details that are relevant, do not make any admissions of wrongdoing)
3. The equipment involved was ____ (list equipment, any further description)
4. The incident occurred at _____ (insert time and place of incident)
5. The person involved in the incident was _____ (insert name of employee)
6. Witnesses to the accident were as follows
(provide names and addresses of all witnesses to the incident)
7. The attending physician was _____ (provide name of physician, name of hospital and address for physician)
8. Steps taken to prevent a recurrence are _____ (insert any brief steps which are relevant, do not make any admission of wrongdoing)

We trust that this information is satisfactory to comply with the *Occupational Health and Safety Act*.

Yours very truly,

The Township of Springwater

Per: Manager of Human Resources