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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Death and Critical Injury

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POLICY

It is the policy of Community Living Thunder Bay to set out a process for dealing with critical injuries or death in the workplace.

PURPOSE

To ensure that all cases of critical injury and death are dealt with in accordance with regulations.

RESPONSIBILITY

It is the responsibility of the Joint Occupational Health and Safety Committee to ensure implementation of this policy.

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PROCEDURE:

1. "Critical Injury" is defined as an injury of a serious nature that:
 - a) places life in jeopardy
 - b) produces unconsciousness
 - c) results in substantial loss of blood
 - d) involves a 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
 - g) causes the loss of sight in an eye.
2. In the case of critical injury, first aid and/or other emergency services will be given immediately.
3. The Executive Director or Designate and Team Leader (Supervisor) will ensure that the accident scene is secured and that there is no risk of further injury to anyone.
4. If the accident has resulted in a fatality or critical injury a Ministry of Labour Inspector's permission must be obtained before the scene can be disturbed. There are exceptions in the case of saving life, relieving suffering, maintaining an essential public utility service or public transportation system or preventing unnecessary damage to equipment or property.
5. Where a person is killed or critically injured, the Executive Director or Designate will notify the Ministry of Labour Inspector, the certified members of the Joint Occupational Health and Safety Committee and the union President immediately by telephone or other direct means and within forty-eight (48) hours will send a written report of the circumstances to a Director of the Ministry of Labour. The employer will also notify W.S.I.B. within 3 days, when there is an injury to a worker in the workplace.
6. The Executive Director will fulfill government reporting requirements.
7. The Ministry of Labour investigator will survey the accident scene. The certified worker & management member may be present.
8. The investigation should take the form of:
 - a) itemized list of things that need to be explained
 - b) list of people who should be interviewed
 - c) photographs
 - d) measurements
 - e) physical evidence (equipment damage, breaks, rips, burned matter etc.)

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- f) details of the work environment (visibility, noise level, temperature, exposure to hazardous materials)
9. All information should be organized and analyzed thoroughly.
 10. An investigation report will be prepared. The report should explain the circumstances of the accident identify the causes and recommend controls to prevent a reoccurrence. The report will be forwarded to the Executive Director, the Ministry of Labour and the Joint Occupational Health & Safety Committee.

