

Injury/Illness Reporting Policy



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Scope:

This policy will impact every employee of Bernard Rochefort Ltd. including Senior Management as even management is workers under the Act.

Definitions:

The WSIB defines:

Injury / Illness as:

- a) a willful and intentional act, not being the act of the worker,
- b) a chance event occasioned by a physical or natural cause
- c) and disablement arising out of and in the course of employment

Occupational Illness as:

- a) an Illness resulting from exposure to a substance relating to a particular process, trade or occupation in an industry
- b) an Illness peculiar to or characteristic of a particular industrial process, trade or occupation
- c) a medical condition that in the opinion of the Board requires a worker to be removed either temporarily or permanently from exposure to a substance because the condition may be a precursor to an occupational Illness

The IAPA provides the following..." An Injury / Illness is an undesired effect that results in harm to people, damage to property, or loss in process. An incident is an undesired event which under slightly different circumstances could have cause harm to people, damage to property or loss in a process."

The Law:

Section 21 of the Workplace Safety and Insurance Act and section 51-53 of the Occupational health and Safety Act and Section 8,9. 10. and 11 of the Construction Regulations.

Policy:

Bernard Rochefort Ltd. understands its responsibility to report all injuries/illnesses resulting in medical attention to the Workplace Safety and Insurance Board and all injuries of a critical nature as defined by the OHS Act to both the WSIB and the Ministry of Labour. We are committed to ensuring that these reports are filed to the WSIB within 3 days of learning that a worker has sought medical attention and to the WSIB and the MOL immediately upon awareness of a critical injury. Should a worker not seek medical aid but requires light work for more than 7 days or loses wages due to injury, this incident will be reported to the WSIB. Bernard Rochefort Ltd. is committed to the Health and Safety of our workers and understands that delaying this process will only result in increased hardship and pain and suffering to the worker and will not allow the employer or the supervisor to adequately address the elements of prevention that are necessary to reduce or eliminate the risk of this incident occurring again. We are committed to sharing

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this process with the Health and Safety Representative(s) for their assistance particularly during the prevention phase.

Basic Reporting Time Frames:

WSIA – Section 21 (1) an employer shall notify the Board within three days after learning of an Injury / Illness to a worker employed by him, her or it if the Injury / Illness necessitates health care or results in the worker not being able to earn full wages.

OH&SA Section 51 (1) where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify, the committee, H&S Rep, and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means, and the employer shall, within 48 hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations may prescribe.

Responsibilities / Accountabilities:

All workers

- To report all Injury / Illness as soon as possible, where practicable, verbally to their supervisors.
- In the case of first aid incidents that develop into medical aid, to report to the supervisor immediately when medical attention has been sought
- To maintain daily communication with the employer (specifically your supervisor who will communicate with management the details of your recovery) during recovery where possible to return to light duty as soon as medically cleared to do so.
- To seek treatment for an Injury/Illness (first aid, health care).

Workers will be held accountable for failing to report any injury as part of the Bernard Rochefort Ltd. Discipline Process. Further if a worker fails to maintain ongoing communication with the employer as a result of an injury (during the period of his or her recovery), the Health and Safety Coordinator will advise the WSIB of this concern and request their intervention if required.

All First Aid staff

- To render first aid in a timely manner and to ensure that the first aid treatment log is recorded appropriately.
- Where necessary, accompany the worker to medical attention (ambulance escorts will not require this)

First Aid staff will be expected to respond to all requests for assistance. They will be held accountable by having their first aid status at Bernard Rochefort Ltd. revoked should they not render assistance in a timely manner. They are accountable to the supervisors who will also initiate the discipline process should this become necessary.

All Supervisors

- To ensure that the Injury / Illness investigation is conducted efficiently as per the process noted above and that you have initiated steps for follow up and prevention and that these are documented.
- If Critical Injury that the Critical Injury Process has been followed precisely.

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- That the report is provided to the Safety Coordinator before shift end.
- That you contact the injured worker as soon as possible post Injury / Illness to follow up on his/her condition and to make an offer of light work for such time as it maybe medically reasonable for the worker to return.

All Supervisors are accountable to the General Manager and the President. If any supervisor is aware of an Injury / Illness but fails to report this Injury / Illness to the Health and Safety Coordinator this delays the benefit process for the worker and places the employer in a penalty charge with the WSIB. If a worker suffers an Injury / Illness that requires medical attention and this is not reported it is considered a fraudulent act by the WSIB. The supervisor who fails to provide this information to the employer (Health and Safety Coordinator and President) will be subject the disciplinary process)

Health and Safety Coordinator

- To ensure that contact is made with the worker as soon as possible to clarify any omissions on the report of Injury / Illness.
- To report to the WSIB in a timely manner, within three days at the latest.
- To ensure that if Critical Injury the Critical Injury process is followed.
- To follow up with the worker to check on the workers condition and to reiterate the offer of light work if and when medically appropriate.
- To conduct Injury / Illness analysis on a quarterly basis to assess for trends and work with management and Health and Safety reps towards prevention strategies.

The Health and Safety Coordinator is accountable to the President. As this person is responsible for reporting to the WSIB, any delays in getting this information to them will be reviewed by the President for the nature of the delay. If the H&S has been found to be remiss in providing this information in a timely manner as required by the WSIB, then this person will be held accountable through the disciplinary process.

Employer

- To ensure that all supervisors understand their roles and responsibilities in reporting Injury / Illness.
- To Review quarterly Injury / Illness analysis and to respond to prevention recommendations.
- To work with the supervisors to respond to the suggestions for prevention on specific Injury / Illness.
- To provide a safe and healthy working environment.
- To implement safe work processes where Injury / Illness review indicates that these are required in addition to those identified as part of the management hazard assessment.
- To provide first aid training on a regular basis to keep competencies current.

The Employer is held accountable by the WSIB through financial penalties for not reporting and potential criminal action.

Enforcement:

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Any supervisor or worker failing to report an injury will be dealt with as per the company discipline process. It is a serious criminal offence to withhold evidence of an injury and our timelines are critical to both the injured worker and the company in terms of prevention.

Measurement:

All Injury / Illness and incidents will be analyzed by the Safety Coordinator as part of the quarterly analysis. There is a component in that report that will assess delays in reporting. This tool will measure the effectiveness of our program as it would appear to be a reliable indicator.

Approval & Acknowledgement:

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Rhéaume Rochefort

Feb 1st, 2018

Date:

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