

# Medical Aid Process



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Should an accident at Bernard Rochefort Ltd. occur the following process must be followed in all cases, keeping in mind that the injured workers health, welfare and treatment is the utmost priority:

## Medical Aid Process:

1. Get to the scene as quickly as safely possible
2. Assess the situation/risk and **do not put yourself at risk** or anyone else as well (provide protection from other hazards where possible)
3. *If Critical Injury (see critical injury policy for definition of critical injury) move to Critical Injury Process*
4. If it is an injury, render first aid to the best of your abilities and qualifications and contact emergency services if required. If you are rendering first aid and you require emergency assistance, ask someone to call 911 for you. That person should follow all instructions given to them by the EMS dispatcher. \*If you are by yourself call 911 and then render first aid. Best case scenario is to put the 911 dispatcher on speaker phone while rendering first aid.
5. If the worker has minor injuries but requires medical aid from a health care professional he/she shall not be sent to hospital on his/her own even if he/she reports to you that he/she feels that he/she can drive. He/she may be in shock or have a delayed reaction. \*If in shock 911 shall be called to assist with EMS.
6. If immediate medical attention from an ambulance is not required, transport the worker to the nearest medical facility (his/her doctor, clinic or hospital) The first aider/driver is not to leave this worker until he/she is under medical care and will make themselves available to the worker upon discharge to return them home or to work as per the Doctors instructions. \*Ensure a medical note i.e. form 8 is given upon discharge from attending Physician.
7. If an ambulance is required, it is the employer's responsibility to pay for the cost of ambulance transport to the hospital for a work related injury if it is so required
8. If the worker does not require medical aid but needs provisions from a first aid kit, ensure that the log is recorded and continue with the supervisory investigation. Please consider that the worker should be cautioned by the first aid provider that open wounds, while they may seem innocent, can develop infection and that these should be watched closely. If the worker suspects such he should seek medical attention and report this to his supervisor.
9. Do not render medical that you are not qualified to deliver. Certain procedures are illegal and could potentially aggravate the situation/injury. Always comply with instructions given emergency/medical professionals.

# Medical Aid Process



## When notice is required

Employers **must** report a work-related accident to the WSIB if they learn that a worker requires health care and/or

- is absent from regular work
- earns less than regular pay for regular work (e.g., part-time hours)
- requires modified work at less than regular pay
- requires modified work at regular pay for more than seven **calendar** days following the date of accident.

## When notice is not required

Employers are **not** required to report a work-related accident if the worker

- receives only first aid
- receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident
- does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident.

## Investigation Process: (can be used for both medical and critical investigations)

10. Look around you and consider what is obvious as leading factors to the cause of this accident (was it people, equipment, environment, materials, the process)?
11. Obtain witness names and interview witnesses as soon as practical. Provide witnesses with statement forms to complete. This accident investigation is to be conducted by the supervisor on shift. Always try and take pictures and assess the scene and any equipment involved. If you cannot take a picture, try and provide a sketch or a drawing of the scene.
12. Remind the witnesses that this is a fact finding activity and not a blame finding activity. We only want to know what they saw.
13. Advise senior management of situation via telephone as soon as possible and try and give them a preliminary report so that a form 7 can be started (if it is an injury).
14. Consult with the Health and Safety Representative on site and the worker (if possible) and consider what steps can be taken to prevent recurrence and document these findings on the report. You can also contact the JHSC and ask them for assistance with the investigation. This could alleviate stress for all involved and reaffirm that this process is a fact finding and not fault finding activity.
15. The report should include the identification of the root cause of the occurrence. Could the end result have been more significant? Fill out the report in full and if required complete the Major Incident Review.



16. Please remember that you are completing a document that can be used in a Court of law. Avoid Subjective comments. It is critical that you stick to the facts and report them as such.
17. The Health and Safety Coordinator will make sure that copies of the report are given to Senior Management and the JHSC for review.
18. Where possible complete the incident report with the worker (if not causing him discomfort to do so.) He/she is the most reliable source for details. We must ensure that we report accurately on his/her behalf to the WSIB.
19. As part of the investigation, ensure that the injury is defined (ie was it a near miss, injury requiring medical care, injury requiring first aid only, environmental spill, etc.) This will allow BRL to better track injuries/accidents and better provide identification/protection in order to prevent reoccurrence.
20. The supervisor is to complete the internal accident report form and forward it before shift end to the attention of the Rocherfort office RE: Health and Safety Coordinator. If outside North Bay area fax to: (705) 752-4235 or email to the General Manager [gledoux@brlrochefort.ca](mailto:gledoux@brlrochefort.ca) who will then report the accident to the WSIB on the employer's report of injury within three days of the accident at the latest if medical attention has been obtained or loss of wages incurred.
21. Once the report is in the possession of the Health and Safety Coordinator, he/she will ensure that a copy of the report is given to senior management and the JHSC. Based on the type of report, the H&S Coordinator will ensure that the proper governing body has been contacted and informed of the event.
22. The JHSC will review the event in the next scheduled meeting and if required make a recommendation to management.

Bernard Rochefort Ltd. ensures the immediate investigation of all incidents and injuries including but not limited to fatalities, critical injuries, lost time, occupational illness, property damage, fire, and environmental release. A review of the reports will be conducted as per the injury/illness forms and statistical tracking policy and the Joint Health and Safety Committee Policy

### **Early and Safe Return to Work Process:**

The safety coordinator and the supervisor will be responsible for contacting the worker post injury to check on his progress. The supervisor will advise the worker at time of injury that Bernard Rochefort Ltd. will be able to accommodate most light duty requests and the safety coordinator will follow up on the workers progress post injury in this regard as well. Further, this will be the safety coordinator's opportunity to review once more to ensure that no details were overlooked that could assist further with prevention strategies.

# Medical Aid Process



## Approval & Acknowledgement:

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Rhéaume Rochefort

Feb 1<sup>st</sup>, 2018

Date:

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