

SAFETY TALK

REPORTING & INVESTIGATING INJURY/INCIDENTS



DEFINITIONS

Incident - An unforeseen or unplanned occurrence or a sequence of events, which could result in or have resulted in unintended injury, death, and/or property damage

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First Aid Injury - an injury of such minor nature that treatment can be carried out by application of a band aid, cold compress or any other content of a first aid kit.

Healthcare Injury - an incident which requires treatment or service rendered by a health care professional but does not result in time lost from work other than the day of injury

Lost time - time lost from work due to a workplace injury; starting the day after the injury occurred.

CRITICAL INJURY AS DEFINED BY R.R.O. 1990, REG. 834:

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/toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

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ROLE OF SUPERVISORS (NON-CRITICAL INCIDENT)

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- Ensure that medical treatment is provided in case of personal injury. Campus Safety can provide medical assistance if not a critical injury IE: EFRT can provide first aid.
- Ensure that transportation for the injured employee or student is provided to a health care practitioner or to the person's home if necessary;
- Conduct the injury/incident investigation as soon as possible upon learning of the injury/incident; Complete the McMaster University Supervisor Injury/Incident Checklist
- Notify UHS immediately if a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence;
- Report all non-critical injuries and injuries/incidents not specified above within 24 hours of learning of the injury/incident by completing the McMaster University Injury/Incident Report Form and submitting to UHS by email at uhs@mcmaster.ca or by email to the FHS Safety Office at fhssso@mcmaster.ca;
- Supervisor will ensure the following has been identified and recorded: Scene Assessment, Interviewing process, Identifying contributing factors, Making recommendations for corrective action; and Ensuring the recommendations are completed.

ROLE OF SUPERVISORS IN CASE OF FATALITY OR CRITICAL INJURY

- Immediately arrange for medical & emergency assistance by calling Campus Safety at 905.525.9140 ext. 88 or 905-522-4135 for central campus or appropriate off-site emergency number;
- Secure the accident site and ensure that further injury is prevented;
- Ensure that the site remains undisturbed until UHS or the FHS safety office and certified worker member have provided clearance.
- Cooperate with directives from Campus Safety, UHS, the FHS Safety Office and the MOL.

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SECURITY SERVICES SHALL PROVIDE APPROPRIATE MEDICAL ATTENTION AND TRANSPORTATION IN THE CASE OF A CRITICAL INJURY

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ROLE OF SENIOR MANAGERS

- Review and sign Injury/Incident Report.
- Ensure that recommendations for corrective action have been implemented.