

## **CRITICAL INJURY**

Community Living-Central Huron will make every attempt to ensure the health, safety and well-being of all its employees and volunteers and as such, has adopted the definitions and practices as determined by the Occupational Health and Safety Act (OH&S Act) and Regulations, 2013, Regulation 834. Non-Compliance with this Policy and Procedure is subject to discipline, up to and including dismissal from Community Living-Central Huron employment.

### **Definition:**

Critical injury as defined by the OH&S Act states: "critically injured" means 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 a 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; or
- g) causes the loss of sight in an eye.

### **Procedures:**

1. When a person is killed or critically injured, it is essential the Ministry of Labour and the Agency's relevant Health and Safety Location Representative be informed immediately. The Staff and/or volunteer involved will contact their Supervisor or designate or Pager regarding the critical injury; the Supervisor or designate will notify the relevant Health and Safety Location Representative, Ministry of Labour and a representative of the union, that a critical injury investigation is being conducted.
2. To meet the Act's legislative obligations where a person is killed or critically injured at the workplace, the Agency will take steps to preserve the scene of the accident to ensure no one interferes with, disturbs, destroys, alters or carries anything away from the scene or anything connected with the occurrence until there is permission from the Ministry of Labour, Inspector to do so. However, the following exceptions apply for the purpose of:
  - a) saving a life or relieving human suffering;
  - b) maintaining an essential public utility service or public transportation system; or
  - c) preventing unnecessary damage to equipment or other property.
3. The relevant Health and Safety Location Representative and the employer will investigate serious accidents; this investigation can be part of, or in addition to, an investigation conducted by the Ministry of Labour. The Employer will make every effort to have at least one Certified Occupational Health & Safety Employer Representative present for investigations. Sections 25 and 26; Section 27 and Section 26 of the OH&S Act outlines the responsibilities of the Employer, Supervisor and Employee (Worker) respectively.

4. The Investigation Team, consisting of the relevant Health and Safety Location Representative and a representative of the Employer will at the earliest opportunity:
  - a) investigate the accident at the site;
  - b) interview witnesses;
  - c) interview co-workers and supervisory personnel as required;
  - d) review applicable policies, procedures; and
  - e) prepare a written report within forty-eight (48) hours of the death or critical injury, as attached, of findings and recommendations to prevent a recurrence; the report will be signed by both the Employer and the Health and Safety Location Representative.
5. Regulation 67/93, Health Care and Residential Facilities, Section 5 (1), OH&S Act sets out the specific details that must be contained in Accident Notices and Reports. A copy of the Critical Injury Notices and Report to the Ministry of Labour form has been included with the Policy.
6. A copy of the Critical Injury Notices and Report submitted to the Ministry of Labour shall be copied to relevant Agency personnel, Health & Safety Location Representative and a representative of the Union representing the employees of Community Living-Central Huron.
7. The Agency shall keep a permanent record (Employee Incident Report) of any accident, explosion or fire involving an employee and/or volunteer that causes injury requiring medical attention but does not disable the employee and/or volunteer from performing their usual duties and shall make such records available to the Ministry of Labour Inspector upon request. A WSIB form 7 is required if medical aid or lost time results.

Community Living-Central Huron is committed to working collaboratively with its Location Health and Safety Representatives, Ministry of Labour, the Union and all employees to create a safe and healthy workplace.

