

# Sample Procedure for Incident reporting – to be adapted and customized to the individual workplace.

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## INCIDENT REPORTING PROCEDURE - INJURY & ILLNESS REPORTING

**EFFECTIVE DATE:** January 1, 2012

**UPDATED:** February 1, 2014

### 1. PURPOSE

The purpose of this procedure/guideline is to outline the requirements, methods and outcomes of reporting all occupational diseases, illnesses and incidents.

### 2. SCOPE

The following types of event, injury and/or illnesses will be reported, regardless of the nature or severity of the event:

- Fatality
- Critical injury/illness
- Lost-time injury/illness
- Illness or injury for which an employee receives/seeks medical attention
- First aid treatment
- Occupational disease
- Property damage
- Near-miss
- Fire
- Environmental release
- Explosions
- Exposures to biological, chemical or physical agents

#### Definitions

- *Injury* - An event that results in physical harm to an employee
- *Illness* – A deviation from the normal, healthy state of the body

### 3. ROLES & RESPONSIBILITIES (Employee, Manager/Supervisor, First Aid Provider)

#### i) Employee

An employee who sustains an injury or becomes ill as a result of workplace conditions or work activity must verbally report the injury or illness to a manager/supervisor immediately (not necessarily their own).

If, because of the nature of the injury or illness, an employee is unable to report, it is the responsibility of any other worker, who happens upon the incapacitated worker, to promptly report the event to a manager/supervisor.

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## ii) Manager/Supervisor

The manager/supervisor of the area, upon being notified of the injury or illness must:

- Promptly ensure that first aid is administered by a qualified first aid provider.
- Ensure the employee is given subsequent medical treatment if necessary, provide emergency transportation to treatment if necessary; and record any such treatment.
- Additional rescue/response (SERT, Hazmat, etc.) teams are notified as necessary.
- If the following occurs, notify WorkSafeNB immediately at 1 800 222-9775:
  - Fatalities
  - Amputations
  - Deep lacerations/cuts requiring medical attention beyond first aid treatment
  - Loss of vision in one or both eyes
  - Fractures (other than to fingers or toes)
  - Burns requiring medical attention beyond first aid treatment
  - A loss of consciousness
  - Worker admission to a hospital as an in-patient
  - Any accidental explosion or exposure to a biological, chemical, or physical agent, whether or not a person is injured
  - Any catastrophic event or equipment failure that results, or could have results in an injury.
- Complete an *Accident/Incident Reporting Form* and distribute to the employee. If the following occurs: fatalities, critical injuries, lost time, occupational illness, property damage, fire or environmental release, refer to the accident/incident investigation procedure. An investigation is required and the completed *Investigation Reporting Form* is then distributed to the appropriate parties including the employee, budget head/chair, manager/supervisor, workplace health and/or the applicable union/employee group.
- Ensure the appropriate personnel (the employee, manager/supervisor, workplace health, rehabilitation services, occupational health and safety, the applicable union/employee group, etc.) within the organization are notified.
- Follow up by direct supervisor with injured employee for no lost-time injuries to ensure onset of pain has not manifested itself.
- For injuries that result in time lost from the workplace beyond the day of injury or if the worker seeks medical attention for an injury, a *Form 67, Report of Accident or Occupational Disease* is to be completed and faxed to WorkSafeNB within three days.

### 4. Communication

This procedure is communicated to all managers/supervisors and employees through training sessions, postings on health and safety bulletin boards, health and safety committees (departmental and JHSC), and coaching of employees by managers/supervisors found to have contravened the procedure. This procedure is also reviewed annually through applicable performance reviews.

### 5. Evaluation

Employee compliance with the injury/illness reporting procedures are monitored regularly as part of the manager/supervisor's responsibilities and as part of an overall review of the OHS system. The procedure will be reviewed annually to ensure it remains current.