



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

EMPLOYEE INCIDENT REPORTING AND INVESTIGATION

Purpose

It is compulsory to report any workplace injury, illness or potential exposure to a potentially hazardous agent no matter how slight, to a supervisor. It is also important to note that some types of injuries may involve multiple reporting requirements, as outlined in the HSCDSB Injury Reporting Quick Reference guide.

All injuries and serious incidents, including near misses, shall be promptly reported and investigated to determine their root cause. Comprehensive and documented investigations will be performed that identify and prioritize corrective and preventative actions to eliminate or reduce the risk and recurrence of near misses, injuries and incidents. This shall specifically include an analysis of the incident.

The proposed corrective and preventative action shall be reviewed through a risk assessment process prior to implementation to ensure these are appropriate to the nature and extent of the hazards and associated risks. Corrective and preventative actions, including changes in procedures, processes or existing systems are documented, communicated, followed up and completed.

Related Documents

Injury Reporting Quick Reference

Appendix A –Injury Reporting Forms (Hard Copies)

[KICS Incident Reporting Portal](#)

Report of a Workplace Fatality, injury, illness or incident (OHSA s. 51, 52, 53)

Definitions

Incident

Means any workplace related event, such as injury, illness, or exposure that causes harm to a person.

Critical Injury

Is defined by the Occupational Health and Safety Act (the “Act”), means an injury that is serious in nature, that:

- a) places life in jeopardy;
- b) produces unconsciousness;
- c) results in a 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 or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

Workplace

Means any land, premises, location or thing at, upon, in or near which a worker works.

Workplace Exposure

Exposure to a chemical or biological substance, which a worker believes may have been hazardous to health or safety, but may not have caused immediate adverse effects.

Responsibilities

Employees (workers) will immediately report any workplace injury, illness, or incident or potential exposure to a hazardous agent to their supervisor as soon after the occurrence as possible. This may include incidents affecting other workers, students, or visitors who may not be able to self-report, or incidents that occur to workers at sites or facilities not managed by the HSCDSB. Workers will participate in the investigation, including suggesting corrective actions.

Health & Safety Officer: Is responsible for maintaining the Board’s incident reporting system and reviewing employee injury / accident reports submitted by Supervisors. They may also be involved in the accident / injury investigation process. For a critical injury, the Health & Safety Officer shall notify the Ministry of Labour Immigration, Training and Skills Development (MLITSD) and the JHSC Co-chairs. They will complete and submit required reporting to the MLITSD, (i.e. Section 51, 52) on behalf of the Board.

Supervisors: will follow this procedural guideline and all reporting requirements. Supervisors must also participate in investigations and interviewing witnesses, if applicable. Reports are to be submitted to notify the Health & Safety Officer and the Superintendent of Education responsible for Health & Safety of the incident. Supervisors shall seek assistance in the investigation, if necessary. In the event the Supervisor is

unable to contact the Health & Safety Officer or Superintendent of Education responsible for Health and Safety for matters related to injury reporting, they shall contact Human Resources.

*The **Joint Health and Safety Committee (JHSC)*** will review a summary of all accident investigations at the first scheduled meeting after the completion of the investigation. The JHSC will follow up on any outstanding or unresolved issues noted in the recommendations. The JHSC will also review health care, first aid and incident/near miss reports at the regularly scheduled meetings.

Worker Member of the JHSC: when required by law, will participate in accident investigations, including suggesting corrective and preventive actions.

Human Resources: completes and submits reports as required by the Workplace Safety and Insurance Board (WSIB).

Procedures

Worker Incident / Accident Not Resulting in a Fatality or Critical Injury that Occurs at a HSCDSB Workplace

When a Worker is injured, becomes ill, or has reason to believe they may have been exposed to a potentially harmful agent in the course of their work, and there is no Critical Injury or fatality, the Supervisor or designate will:

- be notified as soon as practical, normally directly by the Worker or someone who witnessed or came upon the Incident. The notification may be in person, by telephone, text message, or other direct means;
- ensure First-aid treatment is applied without delay as necessary;
- ensure emergency services (911) are contacted without delay as necessary;
- arrange transportation for the injured Worker so that professional health care can be delivered, if required; and
- complete and submit a Supervisor's Report of Injury report within 24 hours online using the Supervisor Incident Report, accessible through the KICS Incident Reporting Portal; or in the case where an online Supervisor Incident Report cannot be completed, use a hard-copy Supervisors Report of Injury Form.
- Consider if the injured Worker's suspected injury warrants following the critical injury reporting protocol.

Worker Incident / Accident Not Resulting in a Fatality or Critical Injury that Occurs at an Off-Site School-Sanctioned Event / Facility

When a Worker is injured, becomes ill, or has reason to believe they may have been exposed to a potentially harmful agent in the course of their work at an off-site school-sanctioned event / facility, and there is no Critical Injury or fatality, the Supervisor leading the trip will:

- be notified as soon as practical, normally directly by the Worker or someone who witnessed or came upon the Incident. The notification may be in person, by telephone, text message, or other direct means;
- notify the facility (where the injury, illness, or exposure occurred) of the Incident immediately by direct means. If there is no Facility (ex, a trip to a park or forest), the notification is not required;
- ensure First-aid treatment is applied without delay as necessary;
- ensure contact emergency services (911) are contacted without delay as necessary;
- arrange transportation for the injured Worker so that professional health care can be delivered, if required; and
- provide the Supervisor with information needed to complete and submit an Incident report within 24 hours online using the Supervisor's Report of Injury, accessible through the KICS Incident Reporting Portal; or in the case where an online Supervisor's Report of Injury cannot be completed (such as internet outage), use a hard-copy Supervisors Report of Injury Form.
- Consider if the injured Worker's suspected injury warrants following the critical injury reporting protocol

Critical Injury or Fatality in a HSCDSB Workplace

Any person who becomes aware of an Incident that meets definition of a Critical Injury or fatality of a Worker in the workplace will notify a supervisor immediately.

Upon becoming aware of a Critical Injury or fatality, the Supervisor or designate will:

Step 1 – Attend to Incident and Hold Scene

- ensure First-aid treatment is applied without delay, as necessary;
- ensure emergency services (911) is contacted without delay, as necessary;
- arrange transportation for the injured person so that professional health care can be delivered, if required;
- secure the scene from being disturbed until it is "released" by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) or by the Health & Safety Officer on behalf of the MLITSD except for the purposes of:

- saving life or relieving human suffering;
- maintaining an essential public utility service or a public transportation system; or
- preventing unnecessary damage to equipment or other property;

Step 2 – Report the Critical Injury or Fatality

Once the scene is being held and the injured person(s) have been attended to / 911 phoned, the Supervisor or designate will:

- contact the Health & Safety Officer* by phone so that the injury / fatality can be reports injury to the MLITSD and a Joint Health and Safety Committee (JHSC) member;
- immediately complete and submit a Critical Injury Report of Injury report online using the Critical Injury Incident Report, accessible through the KICS Incident Reporting Portal; or in the case where an online Critical Injury Report can not be completed, use a hard-copy.
- In the case of a fatality to a worker, immediately inform the appropriate Superintendent of Education by telephone.

*In the event the critical injury / fatality occurring after hours, the Supervisor / Designate shall report the injury to the MLITSD Health & Safety Contact Centre by phone at 1-877-202-0008. During working hours if the Health & Safety Officer does not respond within 10 minutes by phone, they must contact the Human Resources Department.

Step 3 – Written Report and Investigation

As soon as practicable following report to the MLITSD, the Health & Safety Officer will coordinate a detailed investigation with the Supervisor.

The investigation shall be documented using the Detailed Investigation Report accessible through the KICS Incident Reporting Portal; or ii) in the case where an online Detailed Injury Report cannot be completed (such as internet outage), use a hard-copy Detailed Investigation Form (Appendix A).

Critical Injury or Fatality at an Off-Site School-Sanctioned Event / Facility

Any person who becomes aware of an incident that results in a Critical Injury or fatality will notify the Supervisor leading the trip immediately.

Upon becoming aware of a Critical Injury or fatality, the Supervisor or designate will:

Step 1 – Attend to Incident and Hold Scene

- Notify the Event Organizer / Facility of the injury or fatality immediately by direct means. If there is no facility (e.g. trip to park or forest), the notification is not required;

- ensure First-aid treatment is applied without delay, as necessary;
- ensure emergency services (911) is contacted without delay, as necessary;
- arrange transportation for the injured person so that professional health care can be delivered, if required;
- secure the scene from being disturbed until it is “released” by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) or by the Health & Safety Officer on behalf of the MLITSD except for the purposes of:
 - saving life or relieving human suffering;
 - maintaining an essential public utility service or a public transportation system; or
 - preventing unnecessary damage to equipment or other property;

Step 2 – Report the Critical Injury or Fatality

Once the scene is being held and the injured person(s) have been attended to / 911 phoned, the Supervisor or designate will:

- contact the Health & Safety Officer* by phone so that the injury / fatality can be reports injury to the MLITSD and a Joint Health and Safety Committee (JHSC) member;
- immediately complete and submit a Critical Injury Report of Injury report online using the Critical Injury Incident Report, accessible through the KICS Incident Reporting Portal; or in the case where an online Critical Injury Report can not be completed, use a hard copy.
- in the case of a fatality to a Worker, immediately inform the appropriate Superintendent of Education by telephone.

*In the event the critical injury / fatality occurring after hours, the Supervisor / Designate shall report the injury to the MLITSD Health & Safety Contact Centre by phone at 1-877-202-0008. During working hours if the Health & Safety Officer does not respond within 10 minutes by phone, they must contact the Human Resources Department.

Step 3 – Written Report and Investigation

As soon as practicable following report to the MLITSD, the Health & Safety Officer will coordinate a detailed investigation with the supervisor. The supervisor is responsible for suggesting corrective actions, with input from the worker member of the JHSC, and monitoring any implemented recommendations.

Notice of Accident, Explosion, Fire or Violence Causing Injury

If an accident, explosion, fire or incident of workplace violence occurs at the workplace, and as a result, a person needs medical attention or is disabled from doing their usual work, but no one dies or is critically injured as a result of the occurrence, the Health & Safety Office will, in compliance with the Occupational Health & Safety Act:

- provide written notice to the JHSC (or health and safety representative) and the trade union, if any, within four days of the incident, and
- make sure that the notice contains any prescribed information and particulars [section 52(1)]
- provide the notice to a Director of the Ministry if required by an inspector.

Occupational Illness

If the Board is informed that a Worker has an occupational illness or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board (WSIB) in respect of an occupational illness, Human Resources will, in compliance with the Occupational Health & Safety Act:

- provide written notice to a Director of the MLITSD, the JHSC (or health and safety representative) and the trade union, if any, within four days, and
- make sure that the notice contains any prescribed information and particulars [subsection 52(2)]
- provide the written notice not only for current workers of the employer but also to former ones [subsection 52(3)].

Workplace Safety and Insurance Board Reporting (WSIB)

If a Worker's injury requires health care, causes absence from work, necessitates modified work at lower pay, or requires modified work at regular pay, Supervisors must complete time-sensitive reporting to WSIB. Human Resources is responsible to submit reports received from Supervisors as required by the WSIB.

Worker's Report (Form 6)

Any worker who experiences an injury, illness or exposure incident at work resulting in professional medical attention, or absence from work must make a report online to WSIB, utilizing the "Report an Injury, Illness, or Exposure Incident. The form is to be completed online at www.wsib.ca

Employers Report of Injury / Disease (Form 7)

If workers seek medical attention, leave work, or do not attend work the day following their injury the Supervisor or Designate must complete an Employers Report of Injury / Disease (Form 7) online using Form 7, accessible through the KICS Incident Reporting Portal; or in the case where an online Report can not be completed, use a hard-copy.

Supervisors must submit a WSIB accident report (Form 7) within three business days of learning about a workplace injury or illness. This timeline applies if the injury requires health care, causes absence from work, necessitates modified work at lower pay, or requires modified work at regular pay for over seven calendar days. Failing to report within this timeframe can result in a \$250 penalty, which can increase to \$1,000 for significantly delayed reports (over 30 days).

Health Professional's Report (Form 8)

If workers seek medical attention for their injury, they must ask the treating health care provider for page two (2) of the Form 8. The Form 8 is the Health Professional's Report of Injury that is sent to WSIB. The Form 8 captures functional abilities information, thereby eliminating the need for a Functional Abilities Form (FAF) on the initial visit. The employee must return the completed page two (2) of the Form 8 to Human Resources as soon as practicable to ensure a successful early and safe return to work

Performing an Investigation

Incident investigations examine the events that resulted in or could have resulted in injury or illness. The purpose is not to assign blame but to identify underlying causes, contributing factors, and gaps in existing controls. Findings are used to implement corrective and preventative actions, improve safety practices and reduce likelihood of reoccurrence.

HSCDSB utilizes a two-stage approach to incident investigation:

- Injury or illness that resulted in no first aid, lost time, or medical attention would be completed within the Supervisor's Report of Injury (Simplified).
- Injury or illness that resulted in first aid, lost time, or medical attention by a medical professional are to complete a stand-alone investigation report (Detailed)

Investigations are completed by the supervisor (and a worker member of the JHSC when required by law) as soon as practicable, but within 24 hours of the occurrence, including:

- Interviewing employee(s) involved;
- Interviewing witnesses;
- Identifying primary/secondary hazardous conditions;
- Identifying primary/secondary unsafe actions;
- Identifying primary/secondary root causes; and,
- Recommending prevention/remedial actions.

The supervisor shall investigate the incident together with the injured worker and then complete the Supervisor's Report of Injury, and detailed investigation report (if applicable). All investigation reports are to be completed online using the KICS Incident Reporting Portal; or in the case where ability to complete online is not possible, use a hard copy.

Identifying cases and contributing factors

During an accident investigation, it is very important to determine the root cause and contributing factors surrounding an accident. Therefore, it is imperative that the supervisor (and a worker member of the JHSC when required by law) review the accident scene in person and interview all witnesses and injured parties individually as soon after the accident as possible. Contributing factors are important to note, to ensure root accident causes are fixed so the same incident does not happen again. Contributing factors may include such things as people, equipment, material, environment and processes.

Recommendations for corrective and preventative action

After an investigation has concluded, the Board will undertake any corrective action necessary to prevent a recurrence of similar incidents, should it be deemed necessary and should it not create undue hardship. Immediate and long-term corrective action should be noted on within the report at the time of the investigation and communicated to the person responsible for each action.

Additional Follow-up and reporting requirements

- The Ministry of the Environment (MOE) will immediately be notified in all instances that result in a chemical spill/environmental release.
- The JHSC shall receive a list of accidents and incidents to review at the first scheduled meeting after the completion of the investigation.
- All recommendations requiring corrective action must be communicated to all applicable workplace parties. This communication may involve one specific employee (in the case of training) or the entire workplace location.



Huron-Superior Catholic
DISTRICT SCHOOL BOARD

INJURY REPORTING

QUICK REFERENCE

Injury Reporting Quick Reference

Injury Reporting Requirements for Employees (Worker)

What type of incident is this?		Reporting form for worker injury: Supervisors Report of Injury (completed by supervisor)	Investigate and take corrective action to prevent reoccurrence	Determine whether injury meets definition of a Critical Injury	Determine whether injury is a result of Workplace Violence or Serious Student Incident (Safe Schools)	Workplace injury report to WSIB (Form 7) (completed by supervisor)
1	Incident with no First Aid, Lost Time or Medical Attention	✓	Simplified		✓	
2	First Aid	✓	Detailed	✓	✓	✓
3	Lost Time / Medical Attention	✓	Detailed	✓	✓	✓

Proceed to *Critical Injury Reporting Quick Reference* and/or *Safe Schools and Workplace Violence Incident Reporting Quick Reference* if the injury meets the definition.

Injury Reporting Requirements for Students / Visitors

What type of incident is this?		Reporting form OSBIE	Investigate and take corrective action to prevent reoccurrence	Determine whether injury meets definition of a Critical Injury	Determine whether injury is a result of Workplace Violence	Determine whether injury is a result of a serious student incident (Safe Schools)
1	Incident with no First Aid, Lost Time or Medical Attention	✓	Simplified	✓	✓	✓
2	First Aid	✓	Detailed	✓	✓	✓
3	Medical Attention		Detailed	✓	✓	✓

Injury Reporting Quick Reference

“Critical Injury” means:

For the purposes of the Act and the Regulations, “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 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
- g. causes the loss of sight in an eye

“Workplace violence” means,

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence against a worker may be a one-time occurrence or involve repeated behaviours over time such as hitting, kicking, and biting a worker that causes or could cause physical injury. Workplace violence may also include an attempt to exercise physical force against a worker, such as an attempt to hit or bite, and may also include a statement or behaviour which is reasonable for a worker to interpret as a threat of violence, such as leaving a worker a threatening note or threatening an act of violence against a worker.

Developed from: http://www.edu.gov.on.ca/eng/policyfunding/workplace/violence.html#_AppendixOne



Injury Reporting Quick Reference

IMPORTANT NOTE: If a person (staff, student, or visitor) is critically injured due to a workplace violent incident, the Administrator must report it to their Superintendent and the Health and Safety Officer immediately so that it can be reported to the Ministry of Labour, Immigration, Trades and Skills Development (MLTSD).

If they are not reachable, Supervisors are responsible to phone the report into the Ministry Health & Safety Contact Centre at 1-877-202-0008

Investigations

The investigative approach is determined by the actual or potential severity of the incident. Supervisors hold primary responsibility for conducting the investigation, however, they may request additional support from the following, as needed:

- Workplace Health & Safety Representatives
- Health & Safety Officer
- Joint Health & Safety Committee (JHSC) Action Group Member (mandatory for critical injuries / fatalities)
- Superintendent of Education

Incidents with moderate to high actual or potential severity (detailed)

Incidents involving first aid, medical treatment, employee lost time, or critical injuries automatically require a formal investigation. This includes comprehensive root cause analysis, evidence collection, and detailed reporting.

In cases involving a Critical Injury or Fatality, the JHSC worker co-chair will appoint one (1) certified worker member, and the Board will appoint one (1) certified employer member both preferably closest to the scene to lead the investigation.

Low to moderate actual or potential severity (simplified)

These incidents must still undergo a critical assessment to ensure that an appropriate root cause analysis method is used (e.g., the 5-Why technique). Evidence must be gathered and reported thoroughly within the Supervisor's Report of Injury.

Critical Injury Reporting Quick Reference for Employees, Students and Visitors

Certain workplace injuries are classified as “Critical Injuries” if they meet the definition outlined in the Occupational Health and Safety Act (OHSA). When such an injury occurs, the workplace supervisor or designate must immediately notify the Health & Safety Officer and secure the scene. In the event the Health & Safety Officer is unreachable, or the incident occurs after hours, the supervisor is to phone the Ministry’s Health & Safety Contact Centre (1-877-202-0008.) The Supervisor is to follow up with the Health & Safety Officer the following business day.

In cases where an injury is suspected to be critical, the supervisor must follow the same procedure by contacting the Health & Safety Officer during work hours.

If a full-time, part-time, occasional or casual employee sustains an injury and they must leave work to seek medical attention the supervisor **MUST** follow the steps outlined above and report the incident as a **SUSPECTED CRITICAL INJURY**. The supervisor **must continue to follow up with the employee until it is confirmed whether the injury is classified as critical or not.**

Who is <i>critically injured</i> , or <i>suspected to be critically injured</i> ?		Supervisor				Supervisor After Hours	Employee
		Secure the scene*	Online Reporting Tool – KICS: Critical Injury Report	Contact Health & Safety Officer during work hours	Complete OSBIE report	Complete WSIB Form 7	Report made to Ministry Health & Safety Contact Centre (1-877-202-0008)
1	Critical Injury to an employee (worker)	✓	✓	✓		✓	✓
2	Critical Injury to a student	✓	✓	✓	✓	✓	
3	Critical Injury to a visitor	✓	✓	✓	✓	✓	

Critical Injury Reporting Quick Reference for Employees, Students and Visitors

Securing the scene:

When a person is killed or is critically injured, no person shall interfere with, disturb, or destroy, alter or carry away any wreckage, articles or things at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour, Immigration, Training and Skills Development Inspector, except for the purpose of:

- a) saving a life or relieving human suffering,
- b) maintaining an essential public utility service or a public transportation system or;
- c) preventing unnecessary damage to equipment or other property

Occupational Health and Safety Act (OHSA) Regulation 834:

“Critical injury” means,

For the purposes of the Act and the Regulations, “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 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
- g. causes the loss of sight in an eye

Safe Schools and Workplace Violence Incident Reporting Quick Reference

Workplace Violence Reporting Process in School Boards: Dual Reporting Requirement If an incident meets the definition of workplace violence (OHSA) and a serious student incident, then both the Employer’s Workplace Violence Reporting form and the Safe Schools Incident Reporting form (SSIR as per PPM 120) are required to be completed as per the school board’s workplace violence reporting procedure. These two forms are to be completed by the employee and submitted to the school board.

What type of incident is this?		Online Reporting Tool – KICS: Safe Schools Part I	Online Reporting Tool – KICS: Safe Schools Part II (completed by supervisor)	Online Reporting Tool - KICS: Violent Incident Report	Reporting form for worker injury: Supervisors Report of Injury (completed by supervisor)	Workplace injury report to WSIB (completed by supervisor / HR)
1	<ul style="list-style-type: none"> • serious student incident (PPM 120) • workplace violence incident towards staff • no worker injury 	✓	✓	✓		
2	<ul style="list-style-type: none"> • serious student incident (PPM 120) • workplace violence incident towards staff • worker injury <ul style="list-style-type: none"> ○ injury report to WSIB not met 	✓	✓	✓	✓	
3	<ul style="list-style-type: none"> • serious student incident (PPM 120) • workplace violence incident towards staff • worker injury <ul style="list-style-type: none"> ○ injury report to WSIB are met 	✓	✓	✓	✓	✓

Safe Schools and Workplace Violence Incident Reporting Quick Reference

4	<ul style="list-style-type: none"> serious student incident (PPM 120) no employee involvement 	✓	✓			
5	<ul style="list-style-type: none"> aggressor is not a student workplace violence incident towards staff no worker injury 			✓		
6	<ul style="list-style-type: none"> aggressor is not a student workplace violence incident towards staff worker injury <ul style="list-style-type: none"> injury report to WSIB not met 			✓	✓	
7	<ul style="list-style-type: none"> aggressor is not a student workplace violence incident towards staff worker injury <ul style="list-style-type: none"> injury report to WSIB are met 			✓	✓	✓

Occupational Health and Safety Act (OHSA) Definition s. 1 (1):

“Workplace violence” means,

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.



Safe Schools and Workplace Violence Incident Reporting Quick Reference

Workplace violence against a worker may be a one-time occurrence or involve repeated behaviours over time such as hitting, kicking, and biting a worker that causes or could cause physical injury. Workplace violence may also include an attempt to exercise physical force against a worker, such as an attempt to hit or bite, and may also include a statement or behaviour which is reasonable for a worker to interpret as a threat of violence, such as leaving a worker a threatening note or threatening an act of violence against a worker.

IMPORTANT NOTE: If a person (staff, student, or visitor) is critically injured due to a workplace violent incident, the administrator must report it to their superintendent and the health and safety officer immediately so that it can be reported to the Ministry of Labour, Immigration, Trades and Skills Development (MLITSD).

If the Health & Safety Officer is not reachable, Supervisors must phone the report into the Ministry Health & Safety Contact Centre at 1-877-202-0008

Developed from: http://www.edu.gov.on.ca/eng/policyfunding/workplace/violence.html#_AppendixOne



Workplace Incident Reporting

Type of Incident	You do this...	Your supervisor will do this	Complete in this time..
Critical Injury* of a worker	Seek emergency first aid, call 911 if needed, and notify supervisor verbally as soon as possible. Do not disturb the scene of the accident.	Contact Health & Safety Officer or if no contact, phone the MLITSD Health & Safety Contact Centre at 1-877-202-0008. Record the incident number for follow up. Complete Critical Injury Reporting Form and Supervisor's Report of injury Form	Immediately
Critical Injury* of a non-worker (student, parent, visitor, contractor)	Seek emergency first aid, call 911 if needed, and notify supervisor verbally as soon as possible. Do not disturb the scene of the accident.	Contact Health & Safety Officer or if no contact, phone the MLITSD Health & Safety Contact Centre at 1-877-202-0008. Record the incident number for follow up. Complete Critical Injury Reporting Form and OSBIE Incident Report	Immediately
Health Care / Lost Time	Contact your supervisor to report the injury.	Complete a Supervisor's Report of Injury form	Immediately
First Aid	Contact your supervisor to report the injury.	Complete a Supervisor's Report of Injury form	Immediately or end of school day
Workplace Violence	Fill out the "Violent Incident Reporting Form" (Staff Section) in KICS	Review report . Investigate. Complete Violent Incident Reporting Form - Supervisor Section	Immediately or end of school day
Safe Schools Incident Report	Fill out the "Safe Schools Reporting Form Part I" in KICS	Investigate / Follow up complete a Safe Schools Incident Report Part II	Immediately or end of school day
Physical Containment Incident Report	Fill out the "Physical Containment Incident Report"	Review Inform Parent Address as required	Immediately or end of school day

*Definition of a Critical Injury - O.Reg. 834/90 defines a critical injury as an injury of serious natures that: places life in jeopardy; produces unconsciousness; results in a substantial loss of blood blood; involves the fracture of a leg, arm, hand or foot but not a finger or toe; consists of burns to a major portion of the body, or causes loss of sight in an eye. Secure the scene pending Ministry of Labour, Immigration, Training and Skills Development (MLITSD) investigation.



KICS Reporting Portal

<https://parklane.hscdsb.on.ca/Kics/>

Health & Safety Office

Extension 25414

**Ministry of Labour, Immigration, Training and Skills
Development Health & Safety Contact Centre**

1-877-202-0008