



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

**740 - Critical Injury and Fatality Reporting
AP**

DIRECTIONAL POLICY

700 Healthy Schools and Workplaces

Title of Administrative Procedure

Critical Injury and Fatality Reporting

Date Approved:

October 2024

Projected Review Date:

October 2029

Directional Policy Alignment:

This Administrative Procedure aligns with the *Healthy Schools and Workplaces Directional Policy* by communicating to employees the requirements and expectations with respect to ensuring timely and accurate reporting of critical injuries and fatalities to the Ministry of Labour Immigration Training and Skills Development (MLITSD), the Joint Health and Safety Committee (JHSC), the Union, and other parties as applicable and required under the Occupational Health and Safety legislation. The Board recognizes that the health and well-being of CDSBEO staff is foundational to the success of all members of the Catholic school communities.

Alignment with Multi-Year Strategic Plan:

The *Critical Injury and Fatality Reporting Administrative Procedure* supports our Vision of cultivating the heart, mind, body, and soul of our students and staff. The Board is committed to providing a safe and healthy working environment for all employees and shall comply with the responsibilities placed upon employers by the Occupational Health and Safety Act (OHSA). This vision calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The purpose of the *Critical Injury and Fatality Administrative Procedure* is to outline the requirements and expectations for the timely and accurate reporting of critical injuries and fatalities as applicable and required under the Occupational Health and Safety legislation.

Action Required

The Catholic District School Board of Eastern Ontario values the health and safety of all our staff, students, visitors and guests. To this end, the Board has developed a comprehensive health and safety program aimed at preventing incidents, injuries and establishing safe work procedures and practices.

This *Critical Injury and Fatality Reporting Administrative Procedure* applies in the event of a critical injury or fatality involving any person while on Board premises or Board business including but not limited to Board employees, contractors, sub-contractors, students, parents, visitors, and guests.

A critical injury is 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 (including fracture of a wrist, hand, ankle or foot) 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.

Process

If a critical injury or fatality has taken place the following steps must be actioned:

1. Immediately call 911.
2. Immediately assess and *secure the scene* (see definition) to prevent secondary accidents from occurring. The appropriate personnel should *lockout* any equipment to prevent further injury.
3. Render immediate assistance to the injured party.

4. The Principal/Supervisor/Manager will determine if the injury meets the definition of a critical injury/fatality by using the criteria outlined in the definition of a critical injury.
5. The scene should be preserved where a person is killed or critically injured. The OSHA stipulates that no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission to do so has been given by the MLITSD 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.
6. Where wreckage is present, and it is necessary for the reasons outlined to disturb the accident scene, the person responding should record details of the original scene through notes, sketches and/or photographs, when possible.
7. Notify the Occupational Health and Safety Coordinator (OHSC) immediately by phone (613-330-4298) to advise of the incident. Should the OHSC not be reachable call the Superintendent of Human Resources or designate at 1-800-443-4562. Speak to someone directly, do not leave a voice message. Should neither of those contacts be available contact the Family of Schools Superintendent.

NOTE: The OHSC is the primary contact to the MLITSD, the Joint Health and Safety Committee, and the applicable Union.

8. The OHSC will contact the following individuals within 24 hours:
 - Joint Health and Safety Committee Worker and Management Co-Chairs;
 - If applicable, the Union President for the injured employee;
 - MLITSD at 1-877-202-0008 to provide employee name, phone number, details of injury, time, date, location and address.
9. Where a critical injury or fatality is identified, the OHSC or designate will complete the appropriate MLITSD form (on-00276) of the occurrence within 48 hours as required by the Occupational Health and Safety Act and associated regulations. Content of the report will include:
 - a. name and address of the employer;
 - b. nature and circumstances of the occurrence and the bodily injury sustained;
 - c. a description of the machinery or equipment involved;
 - d. date, time, and place of the occurrence;
 - e. name and address of the person who was critically injured or killed;
 - f. the names and addresses of all witnesses to the occurrence; and

- g. the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury;
 - h. other information as required by applicable regulations.
10. Where an employee is critically or fatally injured the Principal/Supervisor/Manager will ensure the appropriate online *Employee Incident Injury Report* is completed immediately or at the first opportunity to do so. The Supervisor Investigation portion of the report shall be completed with investigation details, contributing factors, root causes, and corrective actions taken identified.
11. For students and visitors, the Principal/Supervisor/Manager will ensure the student emergency contact is notified, and the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form is completed. Where necessary, in circumstances where the injured person is admitted to the hospital or fatally injured, the facility will ensure that the OSBIE Claims Department is immediately notified by telephone at 1-800-668-6724.

Additional Reporting Obligations:

Elevating Devices- Ontario Regulation 209/01, Section 36 identifies additional reporting requirements should an incident involve an elevating device as outlined in <https://www.ontario.ca/laws/regulation/010209>

Serious Electrical Incident- The Ontario Electrical Code Rule 2-007 requires that any serious electrical incident be reported within 48 hours after the occurrence. It also requires that the scene be held until permission to release the scene is given by an inspector. The phone number to report these incidents is 1-877- ESA-SAFE or 1-877-372-7233.

Responsibilities**The Board of Trustees is responsible for:**

- Reviewing this administrative procedure to ensure its alignment with the *Healthy Schools and Workplaces Directional Policy*.
- Reviewing the *Critical Injury and Fatality Reporting Administrative Procedure* as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for the implementation of and compliance with this Administrative Procedure.
- Reviewing this Administrative Procedure as per review cycle.

Superintendent of Human Resources or Designate is responsible for:

- Receiving a verbal report of a critical injury or fatal as a reporting designate.
- Implementing the Critical Injury and Fatality Reporting Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring Principals, Managers, and Supervisors are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals, Vice-Principals, Supervisors, Managers are responsible for:

- Ensuring staff whom they supervise are aware of the requirements under this Administrative Procedure.
- Providing the appropriate notifications and completing the necessary forms in the event the OHSC or designate cannot be reached.
- Contacting the emergency contact for a student, or staff member, to notify them of the injury.
- Ensuring the applicable Employee Incident or OSBIE report for the incident is filed within 24 hours.

Occupational Health and Safety Coordinator or designate is responsible for:

- Ensuring necessary notifications are made to the applicable union, MLTSD Inspector, JHSC Co-Chairs, and Superintendent of Human Resources or Designate in a timely manner.
- Providing support to Principals, Vice-Principals, Managers, Supervisors and the JHSC in accident investigations and identification of corrective actions.

Staff are responsible for:

- Reporting injuries and incidents in a timely manner through the designated incident reporting software and verbally notifying their Principal/Manager/Supervisor immediately should there be a critical injury or fatality.
- Maintaining an awareness of this Administrative Procedure.
- Preserving the scene of the incident where required by this Administrative Procedure.

A Certified Member of the Joint Health and Safety Committee is responsible for:

- Representing the worker during a critical injury or fatality investigation.

Progress Indicators

Critical injuries and fatalities will be reported timely and accurately to the Ministry of Labour Immigration Training and Skills Development, the Joint Health and Safety Committee, the appropriate Union, and other parties as applicable and required under Occupational Health and Safety legislation. Any Health and Safety concerns connected to a critical injury or fatality will be addressed and resolved in a timely manner to ensure a safe environment.

Definitions

Critical Injury: is 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 (including fracture of a wrist, hand, ankle or foot) 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.

A critical injury must be reported if there is a connection between the hazard that gave rise to the injury and worker health and safety (Ministry of Labour Clarification on the definition of Regulation 834: Critical Injury; January 2017).

Lockout: The placement of a Lock-out device(s) on a piece of equipment, in accordance with an established procedure, which ensures the equipment cannot be operated or energy sources cannot be released during the servicing or maintenance work until the locking device(s) is (are) removed.

Secure the Scene: Taking actions necessary to stabilize all existing factors and conditions which could destroy or disturb evidence at the scene of an incident. Actions include securing the accident area with caution tape, barriers, and/or barricades and clearing employees from the area.

Related Documents

- [Occupational Health and Safety Act, R.S.O. 1990, c. O.1 \(ontario.ca\)](#)
- Elevating Devices Reporting Obligations:
<https://www.ontario.ca/laws/regulation/010209>
- [JHSC Terms of Reference CDSBEO](#)
- [CDSBEOonlineincidentreporting.ca](#)
- [Directional Policy 700-Healthy Schools-Workplaces.pdf](#)
- MLITSD - Workplace Fatality, Injury, Illness, or Incident Form -
<https://forms.mgcs.gov.on.ca/en/dataset/on00276>

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