CITY OF HAMILTON - CORPORATE SAFETY GUIDELINE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION

DATE: December 1, 2000

APPROVED BY: Corporate Management Team

Guideline # COH-RQ-GD-018

PROCESSING "REPORT OF ACCIDENTAL INJURY OR INDUSTRIAL DISEASE" FORMS GUIDELINE

The following is the required practice:

1) The immediate supervisor performs the initial investigation of the accident with the worker and any and all available witnesses, and fills out and signs the “report of accidental injury and occupational disease” form. The supervisor notifies his superiors as required. In the event the injury meets the OHSA definition of a "critical injury" the worker members of the JHSC shall be contacted and shall also investigate the "critical" incident.

2) The immediate supervisor, within 24 hours shall send the completed “report of accidental injury and occupational disease” form to Human Resources Return to Work Services, WSIB Analysts, located in the Human Resources Department. The WSIB Analysts process the information to the WSIB to ensure prompt adjudication of the worker's claim. Again, in the event of a "critical" accident, this notification must take place immediately.

3) The immediate supervisor, having completed the "report of accidental injury and occupational disease" form, must take three copies of the form. One is kept for themselves (to ensure that a record is available in case it is somehow lost in processing), one copy is given to the worker (if requested), and one to a local worker member of the Joint Health and Safety Committee. (Names of committee members are posted at each workplace and should be available to the supervisor.)

4) The Workplace Safety and Insurance Board Analysts process additional copies of the report to the Ministry of Labour and to the appropriate Union Office.

5) For an injury meeting the OHSA definition of a "critical injury", the “Critical Injury or Major Incident Investigation Report” form must be used.
This "reporting requirement" is outlined in the OHSA, Section 52:

"WHERE AN ACCIDENT.....CAUSES INJURY TO A PERSON AT A WORKPLACE..., THE EMPLOYER SHALL GIVE NOTICE IN WRITING....TO .....THE COMMITTEE, AND TO THE TRADE UNION, IF ANY....!

The method outlined above is deemed the most efficient method to comply with OHSA.

Please ensure that the above guideline is communicated to your staff to resolve any misunderstanding with these OHSA and WSIB compliance requirements.