# Critical Injury Investigation and Reporting Procedure

**PURPOSE**
This procedure ensures all levels of the organization are aware of the steps to follow in the event a critical injury occurs to a worker or another person in the workplace.

**SCOPE**
This procedure applies to all City of Hamilton employees.

**DEFINITIONS**

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<td><strong>Critical Injury</strong></td>
<td>An injury of a serious nature that,</td>
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<td>a) places life in jeopardy;</td>
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<td>b) produces unconsciousness;</td>
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<td>c) results in substantial loss of blood;</td>
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<td>d) involves the fracture of a leg or arm but not a finger or toe;</td>
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<td>e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;</td>
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<td>f) consists of burns to a major portion of the body; or</td>
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<td>g) causes the loss of sight in an eye</td>
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**Worker**

A “Worker” means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
5. Such other persons as may be prescribed (by regulation) who perform work or supply services to an employer for no monetary compensation;

**Person**

A “Person” includes any person at a workplace, including workers, guests, visitors, volunteers, clients, patrons or similar individual.

**Employer**

Supervisor, manager or above who represents City of Hamilton management.
When a **WORKER** is killed or critically injured from any cause at a workplace the **EMPLOYER** shall:

1. Ensure medical care is provided to the injured worker.
2. Control any immediate hazard, if any, that could cause further injuries to the worker, or others, or could damage equipment or property.
3. Notify a Ministry of Labour inspector, and the joint health and safety committee and trade union, if any, immediately of the occurrence. This may be by telephone or other direct means.

   **MOL Contact Centre: 1-877-202-0008**

   **If you are unsure whether you should notify the Ministry of Labour or require assistance/support, please contact your Health, Safety and Wellness Specialist immediately.**

4. Secure the scene where the injury took place and not interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by a MOL inspector or MOL representative except for the purpose of,

   (a) Saving 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,

5. In addition to the requirement to notify the Ministry, an investigation must be completed by the supervisor in charge using the “Investigation Tool for Work-related Incidents” form

6. Complete the Parklane on-line incident/accident reporting protocol and submit to HR Return to Work Services within 24 hours. Print the on-line report and provide a copy to your JHSC and your Health, Safety and Wellness Specialist.

7. Within forty-eight hours after the occurrence, send to the Ministry of Labour, local office, a written report of the circumstances of the occurrence containing such information and particulars as the regulations may prescribe. (Use the “Critical Injury/Fatality Report (as per Section 51 of the Occupational Health and Safety Act)” form

   **MOL Contact Centre fax: 905-577-1324**

When a **PERSON** is killed or critically injured from any cause at a workplace the **EMPLOYER** shall:

1. Ensure medical care is provided to the injured person.
2. Control any immediate hazard, if any, that could cause further injuries to the person, or others, or could damage equipment or property.
3. Determine if this is a critical injury that must be reported to the Ministry of Labour by applying all three of these criteria:
a. non-worker ("any person") is killed or critically injured; and
b. the death or critical injury occurs at a place where:
   i. a worker is carrying out his or her employment duties at the time the incident occurs, or,
   ii. a place where a worker might reasonably be expected to be carrying out such duties in the ordinary course of his or her work ("workplace"); and
c. there is some reasonable connection or nexus between the hazard giving rise to the death or critical injury and a realistic risk to worker safety at that workplace

4. Notify a Ministry of Labour inspector, and the joint health and safety committee and trade union, if any, immediately of the occurrence if the above three criteria are met. This may be by telephone or other direct means.

   MOL Contact Centre: 1-877-202-0008

   **If you are unsure whether you should notify the Ministry of Labour or require assistance/support, please contact your Health, Safety and Wellness Specialist immediately.

5. In addition to the requirement to notify the Ministry, an investigation must be completed by the supervisor in charge using the "Investigation Tool for Work-related Incidents" form.

6. Within forty-eight hours after the occurrence, send to the Ministry of Labour, local office, a written report of the circumstances of the occurrence containing such information and particulars as the regulations may prescribe. (Use the "Critical Injury/Fatality Report (as per Section 51 of the Occupational Health and Safety Act)" form

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**NOTE 1:** Critical injuries and similar events as noted above may create high levels of anxiety and stress in the workplace. To help manage the potential negative impact of such events on all persons involved, contact with the (HR) Critical Incident Peer Support. Contact the HR CIPS team Coordinator at 905-546-2424 Ext. 4726.

COMPLIANCE Failure to comply with this Procedure will result in discipline up to and including termination.

RELATED DOCUMENTS The following related documents are referenced in this Procedure:
1. "Investigation Tool for Work-related Incidents" form
2. Critical Injury/Fatality Report (as per Section 51 of the Occupational Health and Safety Act)

CONTENT UPDATED March 23, 2015

SUPERSEDES PROCEDURE (if applicable) Not Applicable

HISTORY The following stakeholders were consulted in the creation or revisions made to this Procedure: Human Resources, JHSCs.

APPROVAL Not Applicable