



# PROCEDURE

# HS-006

## EMPLOYEE INJURY REPORTING AND INVESTIGATION

**Superintendent Responsible:**

Superintendent of Human Resources

**Initial Effective Date:** 2018/01/30**Last Updated:** 2025/12/19**Next Review Date:** 2029/12/19**Purpose:**

To outline the process for employee injury reporting and investigation.

**Guiding Principles:**

All incidents and accidents must be reported to the employee's Administrator(s)/Immediate Supervisor(s) immediately.

Employees injured while acting within the scope of their duties, but outside regular working hours shall report the accident as soon as possible either by telephone, email, text or in person.

An Administrator(s)/Immediate Supervisor(s) shall follow the process outlined below when an employee is injured while acting within the scope of their duties for Grand Erie.

**1.0 Initial Response**

- 1.1. Administer first aid. Under the *Workplace Safety and Insurance Act*, each school and worksite is required to have a sufficient number of personnel with up to date first aid training in order to be able to provide quick access to treatment for employees.
- 1.2. If necessary, call for an ambulance (911) or arrange for the injured person to be transported to the hospital or doctor. The Administrator(s)/Immediate Supervisor(s) is responsible for ensuring that appropriate measures are taken.
- 1.3. If necessary, notify the emergency contact if known.
- 1.4. In the event of a critical injury or death, do not disturb the accident site, except for the purpose of:
  - Saving life or relieving human suffering
  - Maintaining an essential public utility service or a public transportation system
  - Preventing unnecessary damage to equipment or other property, until the Ontario School Boards Insurance Exchange (OSBIE) adjuster, as well as the Ministry of Labour Inspector and/or the Joint Occupational Health and Safety Committee (JOHSC) Certified members have seen the site and conducted an investigation and released the site
- 1.5. Refer to Workplace Violence Policy (HS-02) and Workplace Violence Procedure (HS-002) to determine if the event falls within the definition and complete the appropriate forms if necessary.

**2.0 Injury Reporting Requirements**

The Administrator(s)/Immediate Supervisor(s) must report all incidents or accidents to the appropriate Grand Erie officials and government agencies immediately. Refer to the Health and Safety portal FAQ - Accident Reporting.

- 2.1. Reporting an Event that Does not Result in Physical Injury, (e.g., slip/trip with no fall)
  - Complete Employee Injury Report. This can be done through online access to Grand Erie's portal. Refer to the instructions on the Healthy and Safety Portal

- 2.2. Reporting a First Aid Injury (e.g., employee injured, first aid provided at school level, but no lost time)
- Control hazardous conditions to prevent further injury
  - Ensure first aid is provided.
  - Complete Employee Injury Report. This can be done through online access to the Staff Portal. Refer to instructions on the Health and Safety portal FAQ.
  - If this situation becomes a lost time injury or if a health care professional is consulted, the Administrator/Immediate Supervisor MUST notify the Health and Wellness Officer as soon as this comes to their attention
- 2.3. Reporting a Medical Treatment Injury (e.g., services requiring the professional skills of a health care practitioner, services provided by hospitals or health facilities, the administration of prescription drugs)
- Control hazardous conditions to prevent further injuries
  - Ensure first aid is provided/call 911 or provide transportation to doctor/hospital
  - Complete Employee Injury Report. This can be done through online access to the Staff Portal. Please refer to instructions on the Health and Safety portal FAQ.
  - Monitor employee(s) who is on injury leave or modified work placement. (Refer to Workplace Accommodation and Return to Work Program Procedure (HR-022)). Administrator(s)/Immediate Supervisors shall assist Human Resources in providing modified work.
  - Report employees who return to work to the Health and Wellness Officer as soon as this comes to their attention
- 2.4. Reporting a Critical Injury
- NOTE: Critical Injury Reporting applies to ANY PERSON on Grand Erie District School Board's (Grand Erie) property, including employees, students and visitors. Reporting of Student and Visitor injuries is described in Student and Visitor Injuries/Accidents Procedure (HS- 015).
- 2.4.1. Critical Injury is defined as:
- Places life in jeopardy
  - Produces unconsciousness
  - Results in substantial loss of blood
  - Involves the fracture of a leg or arm but not a finger or toe (includes the fracture of a wrist, hand, ankle or foot) or a fracture of more than one finger or more than one toe does constitute a critical injury if it is an injury of a serious nature
  - Involves the amputation of a leg, arm, hand or foot but not a finger or toe (the amputation of more than one finger or more than one toe does constitute a critical injury if it is an injury of a serious nature)
  - Consists of burns to a major portion of the body
  - Causes the loss of sight in an eye
- 2.4.2. Supervisors Responsibilities:
- Control hazardous conditions to prevent further injuries
  - If required, evacuate facilities as per emergency evacuation procedures.
  - Ensure first aid is provided; call 911 or provide transportation to hospital.
  - Do not disturb the accident site
  - Report accident to Fire Department and/or Police
  - Inform School Health and Safety Site Reps. and Trade Union if necessary
  - Inform one of Grand Erie's Health and Safety Officers
  - The Health and Safety Officer will inform the Ministry of Labour and coordinate any investigation conducted by the MOL
  - Health and Safety Officer will inform a Certified JOHSC member

- If the employee(s) is unable to contact one of Grand Erie's Health and Safety Officers, then contact the Manager of Health & Safety
- The Health and Safety Office will ensure a written report of the circumstances of the occurrence and investigation is completed with the Certified JOHSC members is sent to the Ministry of Labour within 48 hours
- Complete Employee Injury Report. This can be done through online access to Staff Portal. Refer to instructions on the Health and Safety portal FAQ.
- Monitor employee(s) who is on injury leave or modified work placement. (Refer to Workplace Accommodation and Return to Work Procedure HR-022.) The Administrator(s)/Immediate Supervisor(s) shall assist Human Resources in providing modified work.
- Report employee(s) return to work to the Health and Wellness Officer as soon as this comes to their attention.

## 2.5. Reporting a Fatality

NOTE: Fatality Reporting applies to ANY PERSON on Grand Erie property, this includes employees, students and visitors. Reporting of Student and Visitor fatalities is described in Student and Visitor Injuries/Accidents Procedure (HS-015).

- Control hazardous conditions to prevent further injuries and call 911
- Do not disturb the accident site
- Report immediately to school Superintendent and Director of Education
- Inform one of Grand Erie's Health and Safety Officers
  - The Health and Safety Officer will inform the Ministry of Labour (MOL) and coordinate any investigation conducted by the MOL
  - The Health and Safety Officer will inform the Certified JOHSC members
- If you are unable to contact one of Grand Erie's Health and Safety Officer, then contact the Manager of Health & Safety
- Inform School Health and Safety Site Representatives and Trade Union(s) if necessary
- The Health and Safety Office will ensure a written report of the circumstances of the occurrence and investigation is completed with the Certified JOHSC members and is sent to the MOL within 48 hours
- Complete Employee Injury Report. This can be done through online access to Portal. Refer to instructions on the Health and Safety portal FAQ.

NOTE: The family of any person on Grand Erie property suffering a fatality will be notified by the Director of Education or designate.

## 3.0 Accident Investigation Procedures (In consultation with a Health and Safety Officer, if required)

- 3.1. Administrator(s)/Immediate Supervisor(s) shall visit the site of the accident and with a certified JOHSC member, or any member should a certified member not be available, observe the task, equipment, materials, environmental conditions, work procedures and any unusual situations.
- 3.2. Administrator(s)/Immediate Supervisor(s) may interview injured workers and/or any other workers who are likely to know the causes of the accident/incident.
- 3.3. All hazardous conditions will be controlled to prevent further injuries.

## Reference(s):

- Student and Visitor Injuries/Accidents Procedure (HS-015)
- Workplace Accommodation and Return to Work Program Procedure (HR-022)
- [Workplace Safety and Insurance Act](#)
- Workplace Violence Policy (HS-02)
- Workplace Violence Procedure (HS-002)



