



## **BRT Group - Human Resources Policy Manual**

<b>Policy Title:</b>	Incident & Accident Reporting	<b>Policy Number:</b>	4.6
<b>Effective Date:</b>	May 1, 2017	<b>Revision Number:</b> <b>Replaces:</b>	New Policy
<b>Prepared By:</b>	Human Resources	<b>Approved By:</b>	President

The following address is for the BRT Group headquarters:

**BRT Group**  
**1348 Hwy 7**  
**Peterborough, Ontario Canada K9J 0G4**  
**Phone: (705) 295-4832 Fax: (705) 295-4824**

2. If the employee is not being taken to seek medical attention by an ambulance, but still requires attention, the manager will arrange for transportation via a family member or cab to the required location. It is important that no employee drive themselves or another employee to seek off site medical attention. The manager will be responsible for notifying the employee's family. Emergency contact information for all employees is on file with management.
3. As soon as is practically possible, the manager will be required to complete the Incident & Accident Reporting form located in the appendix. Involved in the investigation should be the manager and manager for the area and employee, JHSC members, and any witnesses or subject matter experts needed. At a future point statements can be obtained from the affected worker and added to the report.
4. As per the Occupational Health and Safety Act (OHSA) the Joint Health and Safety Committee members are required to be given a written report within 4



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business days of the original incident. Provided the completed incident reporting form meets this requirement. A copy of this report to be submitted to senior management, and also placed in employee's HR file.

5. Within 3 business days of the incident, a WSIB Form 7-Employers Report of Injury from the Workplace Safety and Insurance Board must be filed. This form can be completed on line at the WSIB website at [www.wsib.ca](http://www.wsib.ca). This form will be completed by the company Human Resources representative. The form must be submitted within 3 days, even if full information has not yet been gathered. The form can always be resent at a later date with further information as it becomes available. It is important to keep the fax transmission receipt to show and ensure that the submission went through. A copy will be provided to the employee and included in the employee's HR file.
6. The employee upon return to work will provide copies of all associated paperwork for inclusion in their personnel file.
7. Managers and Committee members are to ensure that first aid kits are restocked as necessary in a timely fashion.

On occasion medical aid incidents can come about well after the fact of any potential incident. For an example banging a shin. After a couple of days the pain may not have gotten better, and the employee may wish to seek medical attention.



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The following procedure will be followed:

1. Notify immediate manager of the issue, and desire to seek medical attention.
2. If not previously reported to manager provide the details necessary to complete the Incident & Accident Reporting form. This can be completed in cooperation with your manager. Completed report to be supplied for filing, JHSC members, and senior management.
3. The manager and employee will contact the Human Resources representative to initiate a WSIB Treatment Memorandum (Form 0154C). This form is available to be completed on line from the WSIB website at [www.wsib.ca](http://www.wsib.ca).
4. The employee then takes this form to the desired health care professional.
5. The employee returns this form, and any other paperwork for filing.
8. As medical attention was sought a WSIB Form 7 – Employers Report of Injury, will be required to be completed and sent to the WSIB. This form is available to be completed on line at the WSIB website at [www.wsib.ca](http://www.wsib.ca). It is



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important to keep the fax transmission receipt to show and ensure that the submission went through.

### 4.6.5 Critical Injury Incidents

A critical injury is a very serious incident involving serious injuries up to and including a fatality. To this end critical injuries are clearly defined by the Occupational Health and Safety Act. These types of incidents require very specific actions, as laid out in the act. Under the OHSA the following constitute a Critical Injury:

1. An incident that places life in jeopardy.
2. An incident that produces unconsciousness.
3. An incident involving significant loss of blood.
4. An incident involving the fracture of an arm or leg, but NOT a finger or toe.
5. An incident involving the amputation of an arm, leg, foot, or hand, but NOT a finger or toe.
6. An incident involving burns to a major portion of the body.

It is important to note there is some overlap on some of these areas. For example an amputated finger in and of itself is NOT a critical injury. However situation 3 above, blood loss, could arise from an amputation. If in doubt always report as a critical injury.

In the event of a Critical Injury the following procedure will be followed:



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1. First and foremost seek help immediately. Call 9-1-1 if needed. When calling 9-1-1 it is important to have some info on hand. Needed will be a brief description of the injury, and more importantly the full address of the location of the incident. Help cannot be dispatched without a proper street address. The following address is for the BRT Group headquarters:

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1348 Hwy 7  
Peterborough, Ontario Canada K9J 0G4  
Phone: (705) 295-4832 Fax: (705) 295-4824**

2. If employee is not being taken to seek medical attention by an ambulance, but still requires attention the manager will arrange for transportation via a family member or cab to the required location. It is important that no employee drive themselves or another employee to seek off site medical attention. The manager will be responsible for notifying the employee's family.
3. With the exception of preventing further injuries or property damage, the scene of the accident will be left untouched, and cordoned off. Only an MOL inspector may authorize the return to normal operations.
4. The Ministry of Labor's Health & Safety Contact Center must be notified immediately at 1-877-202-0008 (24hr number). An MOL Inspector will be dispatched as soon as possible.



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5. Members of the Joint Health and Safety Committee must be notified immediately via voice or direct means and involved in the investigation with the MOL Inspector.
6. Members of senior management to be notified immediately by verbal means.
7. While waiting for the MOL Inspector it is important to gather as much information as possible before hand. ALL employees involved in or witness to the incident must complete witness statement, in writing, in their own words.
8. Within 48 hours a notice of Critical Injury, in writing, must be made to a Director of the Ministry of Labor. Required content in report includes:
  - i. Worker(s) name.
  - ii. Worker(s) home address.
  - iii. Occurrence location and address.
  - iv. Occurrence date and time.
  - v. Names and home addresses of ALL witnesses.
  - vi. Complete description of the events as known at the time.
  - vii. Description of all machinery and equipment involved in the incident including make, model, type, etc.
  - viii. Nature of Injuries.
  - ix. Body Part(s) injured.
  - x. Names and locations of health care professionals that provided treatment.



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- xii. Immediate and long term steps implemented to prevent a re-occurrence.
  - xiii. Any additional information deemed appropriate and pertinent to the case.
  - xiii. The document must be signed and dated by the person preparing the report, and both certified members of the Joint Health and Safety Committee.
- 9. Copies of this report to be provided to HR for inclusion in employee personnel file, JHSC members, and senior management.
- 10. As soon as is practically possible, the manager will be required to complete the Incident & Accident Reporting form. Involved in the investigation should be the senior manager and manager for the area and employee, JHSC members, and any witnesses. At a future point statements can be obtained from the affected worker and added to the report.
- 11. As per the Occupational Health and Safety Act (OHSA) the Joint Health and Safety Committee members are required to be given a written report within 4 business days of the original incident. Providing the completed incident reporting form meets this requirement. A copy of this report to be submitted to senior management, and also placed in employee's personnel file.



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12. Within 3 business days of the incident, a WSIB Form 7-Employers Report of Injury from the Workplace Safety and Insurance Board must be filed. This form can be completed on line at the WSIB website at [www.wsib.ca](http://www.wsib.ca). This form will be completed by the company Human Resources representative. The form must be submitted within 3 days, even if full information has not yet been gathered. The form can always be resent at a later date with further information. It is important to keep the fax transmission receipt to show and ensure that the submission went through. HR to supply a copy to the employee and file one with the employee's personnel file.

13. Managers and Committee members are to ensure first aid kits are restocked as necessary in a timely fashion