



CITY POLICY & PROCEDURE

SECTION: Human Resources

NO: HR-HS-42

REFERENCE: Health & Safety

Date: Jan 23, 2017

**Next Review Date:
Jan 23, 2019**

TITLE: CRITICAL INJURY OR DEATH

1. 0 POLICY STATEMENT

The City of Dryden is committed to taking every precaution reasonable in the circumstances to protect the worker. In the event of a critical injury or death, the following procedures will be followed in accordance with the Occupational Health & Safety Act.

Any employee and/or Manager/Supervisor present at the scene of a critical injury shall act as quickly as possible to ensure the critically injured employee(s) receives medical attention.

2.0 DEFINITIONS

As used in these policies and procedures, the following terms shall have the meaning as indicated:

Critical Injury - as defined by Regulation 834/90, 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 the wrist, ankle or foot as well as the fracture of multiple fingers or toes, but not the fracture of a single finger or toe;
- (e) involves the amputation of a leg, arm, hand, foot or multiple fingers or toes, but not the amputation of a single finger or toe;
- (f) consists of burns to a major portion of the body; or,
- (g) causes the loss of sight in an eye.

Fatality – an injury that results in the loss of life.

3.0 SCOPE AND COMMUNICATION

- 3.1 All critical injuries or suspected critical injuries involving City of Dryden employees, visitors, volunteers, consultants, contractors and sub-contractors must be reported as per this procedure.
- 3.2 The Health & safety Coordinator and the Site Based Joint Health and Safety Committee will assist in all areas of the investigation process including corrective actions and recommendations.
- 3.3 Notification requirements:
 - (a) Critical and fatal injuries require that the Ministry of Labour be contacted immediately and a written investigation report be completed and sent within 48 hours - 1-877-202-0008;
 - (b) Notify the Dryden Police Service or OPP if required; and,
 - (c) Notify the injured worker's family as soon as possible.
- 3.4 Critical Injury requirements must be adhered to for all contractor injuries falling within the critical injury definition, or suspected to be within the definition.

4.0 RESPONSIBILITIES

4.1 Employee:

Any employee present at the scene involving a Critical Injury to another employee shall:

- (a) make certain the injured employee receives immediate medical attention;
- (b) contact the Manager/Supervisor immediately; and,
- (c) secure the incident site and not move any equipment or materials at the scene unless it is to save life or to control an immediate hazard.

4.2 Manager/Supervisor:

In the event of a Critical Injury or Death the Manager/Supervisor shall:

- (a) ensure the injured person receives immediate medical attention;
- (b) provide transportation of the injured person to medical attention;
- (c) secure the scene preventing the movement of materials and equipment from their precise location at the time of the injury, except for the purpose of saving life, maintaining an essential public service, or preventing unnecessary damage to equipment or other property;
- (d) ensure that all required notifications are made as follows:
 - (i) Ambulance and Police (where required) – 911
 - (ii) Ministry of Labour – 1-877-202-0008
 - (iii) Health and Safety Co-ordinator (146 or 223-2225 ext 146)
 - (iv) Chief Administrative Office (194 or 223-1194)
 - (v) Worker Representative of the Site Based Joint Health and Safety Committee having jurisdiction or a Certified Worker
 - (vi) Injured worker's family
- (e) initiate the Injury/Workplace Safety and Insurance Board (WSIB) Reporting Procedure as directed in HR-HS-51, WSIB Reporting Procedures;
- (f) submit a Notice of Critical Injury to the Ministry of Labour (required by Section 25 of the *Occupational Health and Safety Act*);
- (g) initiate the Incident Investigation procedure as directed in HR-HS-08; and,
- (h) assist all parties in their investigations.

4.3 Health & Safety Coordinator:

- (a) will participate in all investigations involving fatalities or critical injuries;
- (b) will be a liaison with Ministry of Labour, WSIB and any other authority or agency as required;
- (c) will ensure all MOL and WSIB documentation is completed and submitted within the legislated timelines; and,
- (d) will ensure that all recommendations and corrective actions are identified and completed and report all non-compliance and unresolved issues to the CAO for follow up.

4.4 Chief Administrative Office (CAO):

- (a) shall hold all Managers and Supervisors accountable for compliance, timely completion of incident investigation reports, communication and follow through to completion on corrective actions;
- (b) assist with the investigation and communication strategy as required; and,
- (c) accompany the Manager/Supervisor to notify the family of the injured worker.

History			
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