

 Region of Waterloo	HUMAN RESOURCES AND CITIZEN SERVICE POLICIES	Section #	Policy #
		IV	11
		Approval Date: Mar 2007	Revision Date: Mar 2013
Title:	WORK RELATED INJURY OR ILLNESS		
Applies To:	All Employees		

POLICY STATEMENT:

In accordance with applicable legislation, the Region of Waterloo will respond promptly to actual or potential incidents of work-related injury or illness and will take all reasonable steps to prevent recurrence of such incidents.

DEFINITIONS:

Hazardous Condition (NOT reportable to WSIB) has the potential to result in property loss or bodily injury. Also known as a near miss.

First Aid (NOT reportable to WSIB) refers to an incident that results in an injury that may require immediate on site treatment.

Health Care (reportable to WSIB) refers to Injury that requires treatment by a Health Care Professional (e.g. Medical doctor, Optometrist, Chiropractor, Dentist, Chiropodist).

Lost Time (reportable to WSIB) refers to injury that results in the employee being absent from their next scheduled shift.

Occupational Illness/Disease refers to a medical condition that results from exposure to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the employee is impaired.

Critical Injury means 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 but not a finger or toe,
- e) Involves the amputation of a leg, arm, hand or foot, but not a finger or toe,
- f) Causes the loss of sight in an eye.

Fatalities refer to an injury or illness resulting in the death of a person in the workplace.

RESPONSIBILITIES:

The Region of Waterloo is responsible for:

- **Promoting and providing a safe and healthy work environment for employees, contractors and visitors.**
- **Ensuring that the requirements of the Workplace Safety and Insurance Act, Occupational Health and Safety Act and associated regulations are complied with in the workplace.**

Corporate Health and Safety is responsible for:

- **Receiving reports of work related injury and illness and ensure these are reported to the appropriate government organizations and workplace parties;**
- **Actively managing Workplace Safety Insurance Board (WSIB) claims and supporting the Return to Work program.**
- **Providing the organization with injury/illness statistics to identify trends.**

Management is responsible for:

- **Upon being notified of an incident or occupational disease, ensuring that First Aid is provided and 911 is called if necessary;**
- **Providing the employee with the Functional Abilities Form for Planning and Early and Safe Return to Work (found on the Portal under HR Forms-Health and Safety) prior to leaving the workplace;**
- **Completing a [Workplace Incident Report \(HR-18\)](#) and FAX it immediately to Human Resources;**
- **Maintaining contact with the injured employee and ensure communication with the WSIB Claims Management Coordinator;**
- **Responding promptly to incidents reported by employees and will take all reasonable steps to ensure that equipment, work procedures, and work environment do not contribute to a recurrence of the incident;**
- **Ensuring safe passage to medical care, if needed, and that a first aid certified person accompanies the employee.**

Employees are responsible for:

- **Performing their duties in a safe and healthy manner and will promptly report any actual or potential incidents of work-related injury or illness to their immediate supervisor or an available management staff person;**
- **Advise their immediate supervisor or an available management staff person if they have sought medical attention as a result of a work related incident.**

First Aid Responders are responsible for:

- Possessing a valid first aid certificate;
- Providing first aid duties when required;
- Making contact with the employee's supervisor or alternate to inform them of the situation;
- Recording first aid treatment and/or advice given in Section A of the [Workplace Incident Report \(HR-18\)](#) .

OPERATING DETAILS:

Responding:

Assess the situation and determine if the injury/illness requires medical attention.

If it does, the Region is obligated by law to provide transportation.

Assess the risk and determine which of the following is the best option:

- Call 9-9-1-1 and have the employee transported by ambulance.
- Transport the employee in a Region or personal vehicle. In order to properly care for the injured employee, a first aid certified person besides the driver must accompany the injured/ill employee,
- Transport the employee via a taxi. In order to properly care for the injured employee, a first aid certified Region person must accompany the injured/ill employee,

Reporting:

Depending on the nature of the incident, different reporting processes are required. See Reporting Work Related Incidents guideline.

For all work related injuries or illness an HR18/Incident Report must be completed.

If a member of the public or a volunteer has an incident on/in Regional owned or leased property or buildings, a third party liability form must be completed and submitted to Finance-Risk Management Services.

Investigation and Corrective Action:

Identify the nature of the injury/illness (i.e. critical or other). If identified as a critical injury/illness, see [Fact Sheet - Critically Injured - Defined](#) to follow the appropriate reporting process.

For non critical injuries/illnesses the supervisor may choose to complete the investigation with the injured/ill employee, witnesses, Corporate Health and Safety or Joint Health and Safety worker member where appropriate.

The investigation should identify corrective actions with target dates for completion to prevent future injury/illness of a similar nature due to the hazards identified.

SEE ALSO:

- [Accommodation of Special Needs \(III-17\)](#) – Docs #41744
- [Communicable Disease \(IV-18\)](#) – Docs #41937
- [Fact Sheet - Critically Injured - Defined](#) – Docs #300458
- [Ergonomics \(IV-10\)](#) – Docs #41765
- [Workplace Hazardous Material Information System \(IV-19\)](#) – Docs #41416
- [Fact Sheet - Management Reference Guide to Reporting Work Related Incidents](#) – Docs #1193073

FOR FURTHER INFORMATION, PLEASE CONTACT:

- Manager, Health & Safety,
Human Resources and Citizen Service