



Check it out! www.cupe997.ca

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FACT SHEET

Re: TLDSB Administrative Procedure – BU-3555-AP

INCIDENT/ACCIDENT REPORTING PROCEDURE

It is YOUR responsibility to ensure you follow the “proper procedures” in the event of a “workplace accident/incident”. There are processes with both TLDSB and WSIB (Workplace Safety and Insurance Board) that YOU need to follow to ensure your earnings are continued and/or medical treatments required as a result of your injury are covered by WSIB if the processes/procedures are not followed correctly and within certain time frames difficulties may arise with a WSIB Claim which could effect your sick leave record and possibly your earnings.

N.B.: It is important you take the time to read the Trillium Lakelands District School Board Administrative Procedure – ” #BU-3555-AP - “Incident/Accident/Injury Reporting and Investigation Procedures”

You can access this from your First Class Desktop:

- click on and open TLDSB Infobase
- click on and open Policies/Procedures
- click on and open the “Business Operations” Folder
- mid way down this page – select and open:
“Incident-Accident Procedure.doc 96K Uploaded File 27/05/2004 9:54 AM”

If you are unable to access the Procedure via computer ask your Principal/Supervisor where you can access a “hard copy” or contact the 997 Office and we will forward a copy to you via Board Courier.

Do not hesitate to contact the 997 Office if there is anything in the Procedure that you are unclear about and would like to have clarification “just in case”.

In the case of a “workplace incident/accident” resulting in “lost time” (your not being able to go to work) please **contact us right away** we can then assist you to ensure you are up-to-speed on what you should – shouldn’t be doing and when and how to do it!



IT’S IMPORTANT FOR YOU TO KNOW!
IT’S IMPORTANT FOR YOU TO REMEMBER!

- Contact the CUPE 997 Office – 705-286-1156–Toll Free: 1-877-838-CUPE (2873)**
- Please contact the CUPE 997 office right away – you will be far better off knowing what you should – shouldn’t be doing – what the process – procedures are than thinking you are doing everything right only to find out you missed something which could potentially create difficulties for you.

If In Doubt – Fill Out! (Even if someone, including your Principal/Supervisor, says don't!)

- Complete the TLDSB "Injury/Disease Reporting and Investigation Form" for all accidents/incidents in the workplace.

Photo Copy For Your Files (Everything!)

- Keep a copy of your completed form for your files – request and ensure you receive a copy of the form, **as submitted by your Principal/Supervisor**, to the TLDSB HR Department.

Seek Medical Attention ASAP (Even if you think you'll be OK in a day or two!)

- Following **any** workplace accident contact a medical practitioner immediately (Family Doctor, Chiropractor, Physiotherapist, Nurse Practitioner). If you are unable to get an appointment right away go to a local "walk-in clinic" or the Emergency Department at your local Hospital. (Your Family Physician will receive a report regarding your visit should follow-up appointments be necessary.)

You need to know, in the event you end up having to take even one or two of days from work as a result of the workplace injury the first thing WSIB will ask is why you did not seek immediate medical attention.

Complete and Return All Forms Received From WSIB (Even if you're now back to work and you think everything's OK!)

- It is imperative you complete and return to WSIB any forms you receive as a result of a reported incident/accident we have had "workers" who have required medical treatment and/or have had "lost time" as a result of an accident which had occurred weeks/months prior and as they had not completed and returned the WSIB forms, they are having great difficulties with their Claim. This is impacting their earnings/sick leave record and medical treatment.

Report Your Absence To Both Your Principal/Supervisor AND TLDSB HR (If you haven't already done so contact the 997 Office 705-286-1156 – 1-877-838-2873!)

- If you are unable to report to work following a workplace accident you should report to BOTH your Principal/Supervisor and the TLDSB HR Department, Kerrie Wright, Attendance and Disability Management Officer, at the Lindsay Board Office.

Start a File and Keep A Log (Document, document, document!)

- Ensure you start a file – photo copy everything relating to the workplace accident and also keep in this file a "log" regarding dates, times of phone calls you have made or received, with a brief notation regarding the discussion(s), appointments you have attended, etc.

It is very difficult for "workers" to remember specifics, in the event there are difficulties with a Claim, and you are asked to recall many months later – if you start the file/log right away it will save a lot of time (and possible stress!) should you need to recall this information.

The following is highlighted information from the Procedure and again, please contact us if you require further clarification or assistance!

WHEN SHOULD I FILL OUT AN “INJURY/DISEASE REPORTING AND INVESTIGATION FORM?”

It is **IMPORTANT** you complete an “Injury/Disease Reporting and Investigation Form” for ANY situations that result in your requiring first aid, medical attention or results in your not being able to work.

It is **equally important** that you complete an “Injury/Disease Reporting and Investigation Form” for any situations relating to **student aggressive/violent behaviour** – including biting, kicking, scratching, spitting, (including attempts to bite, kick, scratch, etc.) verbal threats, etc. (Yes, even if this “incident” has not resulted in your requiring “First Aid” or medical treatment or lost time!)

If you are told by your Principal/Supervisor (or anyone!) that you are not required to complete an “Injury/Disease Reporting and Investigation Form” contact the CUPE 997 office right away. The responsibility for completing these forms is on the “worker” – it is not up to your Principal/Supervisor (or anyone else) to determine whether this form should or should not be completed – if you have any doubt as to whether you should or should not complete a form then most definitely complete it!

If in doubt – fill out!

Once you have completed the form – ensure **you keep a photo copy** for your information/files, submit to your Principal/Supervisor and **request you receive a copy of the form as submitted to HR** (Human Resources Department of Trillium Lakelands District School Board).

“3.0 Definitions

Incident	is defined as an unusual occurrence in the workplace that could have resulted in harm to people if circumstances had been slightly different.
Accident	an unplanned or unexpected event resulting in injury requiring first aid, an injury requiring medical treatment, death or property damage.
Critical Injury	OH&S Act Reg. 834 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) consists of burns to a major portion of the body; or (g) causes the loss of sight in an eye.”

WHY SHOULD I FILL OUT AN ACCIDENT/INCIDENT FORM?

Completing the TLDSB Accident/Incident Form does a few things:

- information from the forms is provided to the TLDSB Joint Health & Safety Committee which allows the Committee to review the types of incidents/accidents occurring – to review if there is a pattern across the Board or in particular worksites and to make recommendations to the employer to ensure the appropriate checks and balances, possible changes – modifications to the workplace are undertaken to ensure a “safe and healthy workplace” for all of us

- in the event a few days later – a week later – a month(s) later you have a medical situation/condition that was not apparent immediately, the filing of this form ensures the date, time, location and particulars of the incident/accident have been formally reported. IT IS IMPERATIVE you have “formal documentation” (reporting) of what occurred and which subsequently has resulted in your needing medical treatment, “lost time” or “accommodations” to return to work.

“4.0 Duties and Responsibilities:

4.1 Workers

It is the responsibility of the employees to report all incidents, accidents and illnesses immediately and cooperate in the investigation. Employees may be required to communicate with the Human Resources department.”

“5.0 Reporting Requirements

ALL INCIDENTS AND ACCIDENTS MUST BE REPORTED

The reporting requirements depend on the severity of an injury and are;

- A. * No injury or property damage (near miss)
 - 1. Complete report (Incident/Accident/Disease Form)
- B. First Aid Injury
 - 4. Complete report (Incident/Accident/Disease Form)
- C. Medical Treatment/Lost Time Injury
 - 5. Complete report (Incident/Accident/Disease Form)
- D. Critical Injury/Fire
 - 8. Complete report (Incident/Accident/Disease Form)”

** Includes incidents of student aggressive/violent behaviours. Please see the complete Board Procedure which notes the “other steps” for each of the above and additional categories.*

“6.0 Procedures

- 6.1 All employees will report all incidents, accidents and injuries immediately, either in writing or verbally (if required), to the school principal/supervisor or designate.
- 6.2 Employees injured on duty outside regular school hours will report the accident as soon as possible, by telephone, or in person, on the next working day.
- 6.3 Subsequent lost-time and health care arising out of a previously reported incident or accident **must be reported by the employee to the principal/supervisor or designate and the Human Resources department on the day the lost-time or healthcare is known.”**

It’s Important For You To Know! ----- It’s Important For You To Remember!

Contact your 997 Steward or the CUPE 997 Office for further information – clarification regarding the TLDSB Procedure “Incident/Accident/Injury Reporting and Investigation Procedures” and what to do in the event of a workplace incident/accident.

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