

	Section:	
	Health and Safety	
	Policy:	
	Critical Injury: Reporting and Investigation	
Policy Number: E.01.4	Approved: November 14, 2013	Distribution: Board of Directors Directors & Employees

1.0 Purpose:

2.0 Policy:

Responsibilities of Toronto Birth Centre (TBC) staff for investigating and reporting workplace injuries are defined in the Policy “E.03 Employee Incidents: Reporting and Investigation”. The Occupational Health and Safety Act establishes additional requirements where a worker is killed or critically injured from any cause at the workplace. This policy outlines these requirements and assigns responsibilities to ensure that they are dealt with in the manner prescribed.

2.1 Definitions:

Critical Injury:

1. Places life in jeopardy;
2. Produces unconsciousness;
3. Results in substantial loss of blood;
4. Involves the fracture of a leg or arm, but not a finger or a toe;
5. Involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
6. Consists of burns to a major portion of the body; or
7. Cause the loss of sight in an eye.

3.0 PROCEDURE

3.1 In the case of critical injury or fatality, TBC management will:

- a) assure medical assistance, as needed, is provided to the injured worker (e.g. first aid, transport to Emergency department, 9-1-1. Also refer to TBC policy E.03 Employee Incidents: Reporting and Investigating.
- b) preserve all relevant evidence by keeping the integrity of the scene and **not allowing anyone to:**
- c) alter or remove evidence, except for the purpose of saving life or relieving human suffering; maintaining an essential public utility service or a public transportation system or preventing unnecessary damage to equipment or other property
- d) interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by a Ministry of Labour inspector.
- e) when it is necessary, for the reasons outlined above, to disturb the incident scene, record details of the original scene as soon as possible
- f) take immediate actions to secure the scene to prevent secondary incidents

3.2 When the site has been secured, and the employee transferred to receive medical care, TBC management will:

- a) call the Ministry of Labour (duty officer at 416-314 -5421)
- b) forward a written report of the occurrence of the incident to the Ministry of Labour within 48 hours as per section 51(1) of the Act. Including the following information in the critical injury/fatality report as per Reg. 67/93 section 5 (1):
 - i. the name and address of the employer
 - ii. the nature and the circumstances of the occurrence and the bodily injury sustained
 - iii. a description of the machinery or thing involved, if any,
 - iv. the time and place of the occurrence
 - v. the name and address of the person who was critically injured or killed
 - vi. the names and addresses of all witnesses to the occurrence
 - vii. the name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury, and
 - viii. steps taken to prevent a recurrence and recommendations for corrective action or alternative work procedures.

3.3 Injured employees will:

- a) report the critical injury to their supervisor and assist in the investigation, as soon as the nature and extent of their injuries permits.

4.0 Policy Changes:

Issue #	Issue Date	Describe Change(s)
E.04	Nov. 14, 2013	First version of this Policy.
E.01.4	July 30, 2014	Policy updated to New Format

References

Critical Injury – Defined (R.R.O. 1990, Regulation 834, made under the Occupational Health and Safety Act. [Reg. 834](#)

Occupational Health and Safety Act (R.S.O. 1990, c. 0.1)[Occupational Health and Safety Act](#)

Ontario Regulation for Health Care and Residential Facilities – made under the Occupational Health and Safety Act. O. Reg. 67/93 [O. Reg. 67/93](#)

Women’s College Hospital, Policy on Critical Injury Reporting and Investigation