

# A Supervisor's Guide to Work-Related Incidents/Accidents



University  
of Windsor

Human Resources – Health & Safety

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The University of Windsor is committed to the protection of the health and safety of its employees and the prevention of work-related injuries. The Occupational Health and Safety Act (OHSA) and the Workplace Safety and Insurance Act (WSIA) and related regulations establish requirements regarding accident/incident investigation and reporting.

Supervisors play an integral role in creating the conditions within their teams that promote a safe and healthy workplace. Under the OHSA, supervisors are required to:

- Advise workers of any potential or actual health and safety dangers known by the supervisor.
- Ensure workers perform their work in a manner and with the protective devices, measures and procedures required by OHSA and the University's health and safety procedures.
- Ensure that any equipment, protective device or clothing required by the University is used or worn by the worker.
- Do everything reasonable in the circumstances to protect workers from being injured or getting an occupational illness.

Incidents/accidents can happen despite everyone's best efforts. This document outlines the steps that supervisors must follow in the event of a work-related incident/accident.

Work-related injuries can be classified into the following categories:

- ✓ A disablement arising out of and in the course of employment.
- ✓ Occupational disease.
- ✓ Chance event occasioned by a physical or natural cause.

(Source: Workplace Safety & Insurance Board)

## What to Do if an Incident/Accident Happens

Supervisors are responsible for reporting all work-related incidents/accidents that:

- Result in personal injury or lost time from work, including occupational illnesses.
- Have the potential to result in personal injury or property damage even though no injury or damage occurred (near misses).
- Happened to a University employee during the course of their work either on or off university property.

Reporting of any work-related incident/accident to Health & Safety must be done within 24 hours of the occurrence in order for the University to meet its reporting obligations under the OHSA and the WSIA. In the event of a critical injury and/or fatality, reporting to Campus Community Police and Health & Safety must be done immediately following the occurrence.

The primary concern in the aftermath of a workplace incident/accident is the safety of the injured worker, if any, and the safety of others. The following five (5) steps are intended to ensure that no other employee is injured, a root cause is identified to prevent re-occurrence and the University meets its legal obligations:

1. Administer First Aid and/or Get Medical Attention
2. Secure the Scene
3. Investigate and Document
4. Complete the Accident/Incident Investigation Report
5. Follow-up

## Feeling Unwell While at Work

In the event that an employee becomes unwell while at work and needs to leave to either seek medical attention or go home, supervisors must:

- Ensure that the employee leaves work in the safest mode of transportation (e.g. taxi, ambulance, calling a friend/family member, etc.).
- Follow-up with the employee to confirm that their ailment is not work-related. This should be done when the employee returns to work on their next scheduled shift or upon receiving notification of further absence from work due to illness.
- In the event of learning that the ailment is work related, follow the steps outlined in this document.

The table below outlines the responsibilities of supervisors in each of the five (5) steps.

<b>Step 1</b> <b>Administer First Aid and/or Get Medical Attention</b>  (not applicable for near misses)	<ul style="list-style-type: none"><li>• Ensure that the injured employee gets the necessary first aid and keep an accurate record of the treatment the employee received.</li><li>• If professional medical attention is required, arrange and pay for immediate transportation to the appropriate medical facility. If an Ambulance is required, contact Campus Community Police.</li><li>• In the event of a <u>critical injury and/or fatality</u>, immediately notify Campus Community Police and Health &amp; Safety. Campus Community Police will contact the necessary emergency services and Health &amp; Safety will make all the required notifications that apply, such as the Ministry of Labour.</li></ul>
<b>Step 2</b> <b>Secure the Scene</b>	<ul style="list-style-type: none"><li>• Clear employees from the area.</li><li>• Control or eliminate sources of imminent danger.</li><li>• Ensure that there is minimal scene disturbance, except to deliver first aid or control/eliminate imminent danger. Do not alter, interfere with, destroy or remove anything from the scene.</li><li>• In the event of a spill, notify the Chemical Control Centre.</li><li>• In the event of property damage, notify Campus Community Police.</li></ul>
<b>Step 3</b> <b>Investigate and Document</b>	<ul style="list-style-type: none"><li>• Investigate and document the incident/accident to determine the root cause(s), establish facts and circumstances surrounding the incident/accident, identify any unsafe conditions, acts or procedures that may have contributed to the incident/accident.</li><li>• Keep a detailed record of the information gathered including names and statements from witnesses.</li><li>• When appropriate, take photos of the scene.</li><li>• Review the information gathered, analyze contributing factors and identify possible preventative and corrective action(s).</li></ul>
<b>Step 4</b> <b>Complete the Accident/Incident Investigation Report</b>	<ul style="list-style-type: none"><li>• Complete the Accident/Incident Investigation Report and submit it to Health &amp; Safety <u>within 24 hours of the incident/accident or onset of the occupational illness</u>. If unable to complete the report in its entirety within this timeline, submit the incomplete report followed by the complete report later.</li><li>• When required, Health &amp; Safety will report the incident to WSIB and facilitate any WSIB claims. Late reporting to WSIB may result in fines. Where the late reporting is a result of the failure/lateness of a department to report the incident, the department will be responsible for any fines levied by WSIB (\$250 – 1000).</li></ul>
<b>Step 5</b> <b>Follow-up</b>	<ul style="list-style-type: none"><li>• Follow-up with the employee to get an update on their health status, discuss expected return to work date and request a medical certificate from a legally qualified medical practitioner.</li><li>• If the incident/accident results in a WSIB claim, inform the employee that they are required to submit WSIB form 8 completed by a legally qualified medical practitioner.</li><li>• Forward all medical documentation submitted by the employee to Health &amp; Safety as soon as it is received.</li><li>• Participate in the development of an Early and Safe Return to Work (ESRTW) plan aimed at providing the employee suitable modified work to accommodate any restrictions or limitations that they may have.</li><li>• Ensure that the corrective actions outlined in the Accident/Incident Investigation Report are implemented within the specified timelines.</li></ul>

## Key Terms

### Critical injury:

The OHSA defines a critical injury as an injury of a serious nature that:

- Places life in jeopardy,
- Produces unconsciousness,
- Results in substantial loss of blood,
- Involves the fracture of a leg or arm but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- Consists of burns to a major portion of the body, or
- Causes the loss of sight in an eye.

### Incident

An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities. It includes “near miss” incidents.

### Accident

An unplanned event that causes personal injury and/or property damage.

### Injury

Any physical or functional abnormality or loss, which results from a workplace event(s) or occupational illness. Injuries may result in lost time and/or a requirement for medical attention/first aid.

### Near miss

A work-related incident without personal injury or property damage, but with the potential for personal injury or property damage.

### Non-work related injury/illness

An injury or illness that did not arise out of or in the course of a workers' employment.

### Occupational Illness

The OHSA defines occupational illness as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired.

### Supervisor

The OHSA defines a supervisor as a person, appointed by an employer, who has charge of a workplace or authority over a worker.

### Worker

The OHSA defines a worker as a person who is paid to perform work or supply services. Therefore, all University employees are considered workers. Students are also considered workers under the Act when they are paid to perform work.

### For More Information

Further information, including relevant forms can be found on the Health & Safety website at:

[www.uwindsor.ca/safety](http://www.uwindsor.ca/safety)  
[Accident Investigation Form](#)

### Key Contacts

Campus Community Police:

- ✓ Emergency ext. 911
- ✓ Non-emergency ext. 1234

Health & Safety – ext. 4521 or e-mail  
[safety@uwindsor.ca](mailto:safety@uwindsor.ca)

Chemical Control Centre – ext. 3523

### Resources Consulted

The following websites were consulted to develop this document:

Canadian Centre for Occupational Health and Safety  
<https://www.ccohs.ca>

Ministry of Labour – Health & Safety  
<https://www.labour.gov.on.ca/english/hs/>

Office of the Employer Adviser  
<http://www.employeradviser.ca>

University of Windsor – Health & Safety  
[www.uwindsor.ca/safety](http://www.uwindsor.ca/safety)

Workplace Safety and Insurance Board (WSIB)  
<https://www.wsib.ca>