

# A Worker's Guide to Reporting 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.

Under the OHSA, workers are required to:

- Work in compliance with the OHSA and the regulations;
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to their supervisor/employer the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger a worker;
- Report to their supervisor/employer any contravention of the OHSA or regulations or the existence of any hazard of which they become aware of.

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)

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

## In case of Injury/Incident

### First Aid

The Workplace Safety and Insurance Act (Regulation 1101) requires all workplaces to have first aid stations and certified first aid workers. First aid kits are located in all buildings across campus. All workers should become aware of the closest first aid kit location and the identity of their departmental (or designated) First Aid certificate holder.

Additional information on the University's First Aid program can be found at: [www.uwindsor.ca/safety/first-aid-program](http://www.uwindsor.ca/safety/first-aid-program)

In case of injury, the closest kit can be accessed first aid, if required.

### Medical Aid

If you need to seek medical attention due to your injury:

- Seek medical attention as necessary. The employer shall provide transportation for the worker (if required) to a location within a reasonable distance
- Notify your supervisor
- Obtain the completed WSIB Form 8 from your health care provider and submit it to your supervisor as soon as possible
- Notify your supervisor if your injury results in any time lost from work and keep your supervisor updated as to your progress

### Accident/Incident Reporting

Workers must report all work-related incidents/accidents to their supervisor as soon as possible. An incident is determined to be work-related if it:

- Results in personal injury or lost time from work, including occupational illnesses.
- Has the potential to result in personal injury or property damage even though no injury or damage occurred (near misses).
- Happens during the course of work either on or off university property.

In the event of a critical injury and/or fatality, reporting to Special Constable Service and Health & Safety must be done immediately following the occurrence.

Immediately following a workplace incident/accident, your supervisor must be notified to ensure appropriate actions are taken and first aid/medical attention is administered, if required. Following the incident/accident, your supervisor will contact you to complete the [accident/incident form](#) together. Supervisors are required to report all work-related incident/accident to Health & Safety ***within 24 hours*** of the occurrence for the University to meet its reporting obligations under the OHSA and the WSIA.

Once the accident/incident report is completed, the Health & Safety department will contact you to review the details of the event and participate in the investigation, along with your supervisor and union Health & Safety representative from the [Joint Health and Safety Committee](#).

### **WSIB and Early and Safe Return to Work**

If a worker requires medical attention from a health care provider, misses time from work, or requires modified duties after the day of injury, a claim with the Workplace Safety & Insurance Board (WSIB) will need to be filed. The documentation completed by a health care provider (WSIB Form 8) must be sent to your Supervisor and/or Health and Safety.

Health & Safety will complete a Form 7 to initiate a claim with the WSIB. Workers will be provided with a copy of the Form 7. The WSIB Case Manager will contact you to confirm the WSIB claim number and obtain any additional information as needed, including the WSIB Form 6 – Worker’s Report of Injury. The University’s Joint Health and Safety Committee will be notified that a claim has been filed, per the notification obligations in the Occupational Health and Safety Act.

It is the policy of the University of Windsor to encourage early intervention and rehabilitation of all injured workers through an Early and Safe Return to Work (ESRTW) program. Whenever possible, modified work that meets the worker’s functional abilities, as prescribed by a medical professional, will be provided per WSIB policy. For additional information on the ESRTW program, please refer to the Health and Safety website at: [www.uwindsor.ca/safety/esrtw](http://www.uwindsor.ca/safety/esrtw) .

Health & Safety facilitates all WSIB claims. It is the responsibility of workers to complete and promptly return all documentation to the University to ensure a successful early and safe return to work. A meeting will be held with the worker, their supervisor, the union Health & Safety Representative, a Labour Relations representative, and a member of the Health and Safety Team to develop the return-to-work plan which incorporates any accommodations that are required. The University is required to offer modified work per WSIB Policy, and workers are required to participate in the Early and Safe Return to Work process.

### **Follow up**

The Health and Safety office will follow up with you to discuss the WSIB claim, benefits, and any support needed throughout your recovery and return to work. This follow-up may include updated medical documentation, return to work planning and accommodations, suitable modified work, and other information as needed to facilitate a safe return to work. Health & Safety will also provide updates on the status of corrective actions taken as a result of the investigation of the incident.

Workers are responsible to provide regular updates on their injury recovery progress and medical documentation, per WSIB policy.

For further information on assistance with reporting accidents/incidents, workers may consult with:

- their Supervisor
- a designated [Joint Health and Safety Committee Health and Safety \(JHSC\) Representative](#); or
- a member of the Health and Safety office at ext. 4521 (email: [safety@uwindsor.ca](mailto:safety@uwindsor.ca))

## 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

Special Constable Service:

- ✓ 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, Immigration, Training and Skills Development – 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>