

Workplace Incident

Peel Board's Health and Safety department can be accessed at 905-890-1010 ext. 2424 or visit their intranet page at <https://intranet.peelschools.org/hr/ir/employee/Pages/default.aspx>



•peel District School Board

Your Guide

to Understanding Online **Workplace Incident** Reporting



The Board strives to maintain a safe and healthy working environment by conducting proactive measures, such as training and inspections, to minimize the likelihood of staff, student and visitor injuries and illnesses. Unfortunately, accidents do occur. When an accident occurs, it is important to report its occurrence so actions, such as an investigation, can be performed to ensure that a similar or more serious incident does not happen in the future.

Accident reporting is necessary for several reasons:

- Reporting enables the correction of the situation which contributed to the incident and helps prevent similar occurrences in the future.
- The Ministry of Labour and the Workplace Safety and Insurance Board both have legislative requirements for reporting workplace injuries and illnesses. Failure to report may result in fines, orders and non-compliance reports.

The process for reporting varies depending on the seriousness of the injury or illness (i.e. critical versus non-critical) and the person affected (e.g. staff member, student, visitors). It is important that staff members are familiar with the Board's reporting processes so that appropriate and timely action can be taken.

If the incident does not result in First Aid, Lost Time, or Health Care it is not reportable.

Definitions of Different Incident Reporting

Critical Injury

Definition: Critical Injury is a legally defined term for a specific set of injuries. You will be filling out a Critical Injury Report if you have the following types of injury: Ontario Regulation 834 defines a "critical injury" as 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, (the MOL interprets this to include the fracture of a wrist, hand, ankle or foot)
- (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.

Healthcare Received or Lost Time from Work

Health Care injuries/illnesses are when a worker did not lose wages but incurred health care costs as a result of a work-related incident.

For example, you received treatment for a workplace incident from a health care professional such as:

- chiropractors
- general practitioner/emergency
- dentists or oral surgeons
- massage therapists
- optometrist
- physiotherapists

Lost-time- injuries/illnesses are when a worker loses time from work after the day of injury/illness and/or loses wages as a result of temporary or permanent work-related impairment.

If you are injured while at work and will be off of work, please visit your doctor to have the injury checked.

First Aid

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only by a certified first aid person.

First aid includes, but is not limited to:

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying bandages and/or dressings
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit

Workplace Violence

Did the incident involve exercised*, attempted* or threatened* use of physical force against you while at work?

The definition of workplace violence is:

1. The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
2. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
3. A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Some collective agreements define violence as: Violence shall be defined as any incident in which an employee is intimidated, threatened, or assaulted.

Action as per the Safe Schools Act

Was the incident/injury the result of a student's action, and one for which suspension or expulsion should be considered by the Principal?

- 306 Infraction – Possible Suspension
- 310 Infraction – Suspension, Possible Expulsion

Please refer to the education act and/or contact LDSS

Physical Intervention

As per SESS17, physical intervention is when a person's freedom of movement or physical activity is restricted by physical means and is any physical action by an adult to maintain the safety of students or others. This form is to be completed when a staff member exercises an unplanned physical intervention towards a student. Do not complete this form if physical intervention was used for a student, as per their safety plan.

Workplace Incident Reporting

Type of Incident	You do this...	Your supervisor will do this	Complete in this time...
Critical Injury* of a worker	Seek emergency first-aid and notify supervisor verbally as soon as possible. If possible you may also notify Health and Safety through the Workplace Incident Reporting chiclet.	Call Ministry of Labour 1-877-202-0008 Contact Health and Safety Department, Superintendent, and complete Supervisor's Incident Report	Immediately or As Soon As Possible
Critical Injury* of a non-worker (student, parent, visitor, contractor)	Notify your supervisor verbally as soon as possible.	Consult - Security and Risk Management or School Support Contact - Health and Safety Department, Superintendent Complete an SIS Student/Third Party Report	Immediately or As Soon As Possible
Health Care / Lost Time	Contact your Supervisor to report the injury.	Complete a 'Supervisor's Incident Report'	Immediately
First Aid	Fill out the First Aid Injury Report via Workplace Incident Reporting chiclet.	Review report and follow up as required	Immediately or by End of School Day
Injury Report Updates**	Fill out the "Incident Report Update" through the Workplace Incident Reporting chiclet.	Review report and follow up as required	Immediately or by End of School Day
Workplace Violence	Fill out the Workplace Violence Incident Reporting through the Workplace Incident Reporting chiclet.	Review report Investigate Complete a Supervisor's Workplace Violent Incident Report	Immediately or by End of School Day
Safe Schools Incident Repor	Verbally Report to your supervisor or fill out Action as per the Safe Schools Act through the Workplace Incident Reporting chiclet.	Investigate / Follow up Complete a Safe Schools Incident Report Part II	Immediately or by End of School Day
Use of Physical Intervention	Fill out the Use of Physical Intervention form through the Workplace Incident Reporting chiclet.	Review Inform Parent Address as required	Immediately or by End of School Day

If you have any questions, please ask your immediate supervisor.

*Definition of a critical injury - Ontario Regulations 834/90 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. (The MOL interprets this to include the fracture of a wrist, hand, or foot); 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. Secure the scene pending MOL investigation.

**Please only use the "Incident Report Update" function to provide new information to a previously submitted report. Please do not use this function to report a new incident.

Accessing the Workplace Incident Reporting Landing Page

Step 1: Log into your PDSB MySite intranet website.

Step 2: Scroll down to your Chiclets and click the one that says Workplace Incident Reporting.



Step 3: If the incident you are trying to report is not a Critical Injury, select green button that says “No, Continue Reporting” to launch the questionnaire.

No, Continue Reporting

Step 4: Select the appropriate incident that has occurred by checking off the boxes and then hit the blue submit button.

Step 5: A drop down menu will appear with all the reports that need to be filled.