



INSTRUCTIONS FOR REPORTING AN ACCIDENT, INCIDENT OR OCCUPATIONAL DISEASE



1. Employees must report all accidents, incidents or occupational disease to their supervisor immediately. It may be difficult to confirm if it is a critical injury* at the time of the accident. However, once the physician has given a diagnosis and your injury is considered a critical injury* as defined by *the Occupational Health and Safety Act* (i.e. fracture) immediately advise your supervisor. Should the supervisor not be available or should it be after working hours, contact Protection Services immediately.
2. The supervisor must ensure first aid treatment is administered immediately to the injured person. The supervisor must **IMMEDIATELY** advise Protection Services if a person sustains a critical, serious or fatal injury, or if an accident or incident involving either physical agents or chemical, biological or radioactive substances, including spills and accidental emissions into the workplace or outside take place, even after normal working hours and weekends. In doubt, contact Protection Services for advice.

The Office of Risk Management will contact the Ministry of Labour to report the injury.

3. The supervisor must fax the duly completed *Accident, Incident and Occupational Disease Report* to the Health, Wellness and Leave Sector of the Human Resources within 24 hours after the accident or incident, or the manifestation of an occupational disease. The fax number is 613-562-5120 (<https://web30.uottawa.ca/v3/riskmgmtfrm/aioreport.aspx?lang=en>).
4. The supervisor must conduct an investigation to ensure that appropriate corrective measures are in place in a reasonable timeframe following a workplace accident. Should there be a critical injury, the scene of the accident must be secured and protected until directed otherwise by the Inspector from the Ministry of Labour.

We strongly recommend that you read the document entitled 'Hazard Reporting Procedures' where you will find additional important information. Visit our website at: http://www.uottawa.ca/services/ehss/documents/hazardreporting2010_003.pdf. Should an information session be required for your sector, contact Céline Clément, Assistant Director, Occupational Health and Safety at ext. 3052 or clcement@uottawa.ca.

Definition of critical or fatal injury

If you answer YES to one of the following questions, immediately contact Protection Services and indicate that someone has suffered a critical or fatal injury in your sector. Remain available in case more information is needed.

Did the injury:

- Endanger someone's life?
- Cause someone to lose consciousness?
- Cause heavy blood loss?
- Cause a fracture to an arm or to a leg (but not to a finger or a toe)?
- Cause the amputation of a leg, an arm, a hand or a foot (but not of a finger or a toe)?
- Cause burns to a major portion of the body?
- Cause a loss of vision in one eye?