

POLICY ON INJURY REPORTING AND INVESTIGATION

Effective Date: March 1, 2015

Originating Office: Vice-President, Services

Supersedes: October 20, 2004

Policy Number: VPS-42

SCOPE

This policy applies to all Members of the University Community, who are involved in university sanctioned activities, on or off campus, and that have:

1. Been the victim of an Injury
2. Developed an Occupational Disease
3. Observed or experienced a Near Miss

PURPOSE

This policy sets out the requirements for the reporting and investigation of Injuries involving Members of the University community and/or Near Misses that occur on University Property.

Injuries and Near-Misses must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable safety regulations, and assist the University in taking steps to remedy hazardous conditions to prevent recurrence.

The University is subject to the provisions of the *Act Respecting Occupational Health and Safety (LSST Loi sur la santé et la sécurité du travail)* and the *Act Respecting Industrial Accidents and Occupational Diseases (LATMP Loi sur les accidents de travail et les maladies professionnelles)*, and their regulations.

DEFINITIONS

For the purpose of this policy, the following definitions apply:

“Injury” The occurrence of a sudden and unforeseen event, arising out of, or in the course of a University Sanctioned Activity, attributable to any factor that caused:

- An Injury; or
- An Occupational Disease (an exposure to conditions or substances that resulted in a disease).

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“Near Miss” The occurrence of event on University Property, arising out of, or in the course of a University Sanctioned Activity attributable to any factor that could have caused either:

- An Injury; or
- Material Damage.

“Significant Event” The occurrence of an event that resulted in:

- the death of a Member of the University Community;
- the loss or loss of usage of a limb or of part of a limb, or a significant physical trauma;
- an injury resulting in days away from work, other than the day of the work-related injury or the day when the occupational disease began; or
- significant material damage.

“Members of the University Community”

- Employee - a person who under a contract of lease of personal service or contract of apprenticeship, even without remuneration, carries out work for the University.
- Contract Worker - an individual working for another employer but carrying out work on University property.
- Student - a person registered at the University for an academic purpose.
- Intern - Students performing an internship (with or without remuneration) for a company or an institution.
- Visitor/Volunteer - an individual who is present on University Property who is neither an employee nor a student.

“University Property” Premises owned or leased by the University.

“Sanctioned Activity” on University Property

- Working
- Research
- Studying
- Working as an intern
- Visiting
- Volunteering

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POLICY

REPORTING REQUIREMENTS

- a. All Members of the University Community must report all Injuries and Near Misses to either:
- Their Supervisor (for Employees, Contract Workers, and Interns)
 - Their Instructor (for Students) or
 - Security Department (for Visitors/Volunteers)

AND

- b. All Members of the University Community must follow the Injury and Near-Miss Reporting Procedure, as outlined in University's *Injury and Near-Miss Reporting Procedure (EHS-DOC-042)*, including completion of the *University Injury/Near-Miss Report (EHS-FORM-042)* available on the [EHS website](#).

ROLES & RESPONSIBILITIES

1. Members of the University Community
 - Report all Injuries and Near Misses;
 - Complete and sign a *University Injury/Near Miss Report (EHS-FORM-042)* immediately or as soon as practical;
 - In the case of a work-related injury requiring medical attention, the victim shall inform the physician that the Injury is work-related;
 - If the supervisor/instructor is not present, or if the event occurred after business hours (see *Policy on Hours of Operation (VPS-4)*), the Injury or Near Miss is to be reported to the Security Department before leaving the University;
 - Significant events must be reported immediately to the Security Department and Environmental Health & Safety.
2. Supervisors or Instructors
 - Ensure that members of the University Community under their authority are informed of their obligation to report all Injuries and Near Misses, and of the University's Injury and Near Miss Reporting Procedure;

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- Complete and sign all *University Injury/Near-Miss Report* ([EHS-FORM-042](#)) submitted to them by their direct reports;
- Ensure that completed and signed *University Injury/Near Miss Reports* are submitted to Environmental Health & Safety within 24 hours or as soon as practical after the event.
- Supervisors and instructors must review all Injuries and Near Misses occurring within their respective departments/teams.

3. Visitors and Volunteers

- Report, or have someone report on their behalf, all Injuries and Near Misses to the Security Department; and
- Complete and sign a *University Injury/Near Miss Report* ([EHS-FORM-042](#)), within 24 hours, or as soon as practical, following the event.

4. Security Department

- Provides first-aid and emergency response services;
- Assist Visitor/Volunteers in reporting Injuries and Near Misses;
- Immediately report all Injuries and Significant Events to Environmental Health & Safety;
- Provides copies of Security Incident Reports for all medical interventions to Environmental Health & Safety within 24 hours; and
- Preserve the scene of the incident in cases of a Significant Event, so that a full investigation may be carried out by the relevant authorities.

5. Health Services

Inform members of the University Community who seek medical attention following an injury that they must follow the Injury and Near-Miss Reporting Procedure, as outlined in University's *Injury and Near-Miss Reporting Procedure* ([EHS-DOC-042](#)), including completion of the *University Injury/Near-Miss Report* ([EHS-FORM-042](#)).

6. Environment Health and Safety

- Ensures that members of the University community are informed of their obligation to report all Injuries and Near Misses;

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- Communicate the occurrence of an Injury or Significant Event, as required, to the appropriate individuals or organizations within the University;
- Escalate all Significant Events to the Vice-President Service, the University Central Advisory Health & Safety Committee and other authorities of the University, as required;
- Maintains a first-aid and emergency medical register in accordance with government regulations;
- Develops and implements the Injury and Near Miss reporting procedure to ensure consistent investigation and documentation, and follow-up on corrective actions; and
- Performs statistical analysis of Injuries and Near Misses and causal factors to determine trends and to elaborate prevention programs.

AGENCY REPORTING

Environmental Health & Safety shall report all Significant Events by the most rapid means of communication and within 24 hours, to either the:

- Commission de la santé et de la sécurité du travail du Québec (CSST) or
- Canadian Nuclear Safety Commission (CNSC)

The scene of a Significant Event shall remain unchanged until it has been investigated by an Agency Inspector, except in cases where leaving the site unchanged could cause further injuries or damages.

INVESTIGATION

The primary responsibility for the investigation of an Injury and Near Miss lies with the Supervisor/Instructors by means of *University Injury/Near-Miss Report* ([EHS-FORM-042](#)) available on the [EHS website](#).

As required, Environmental Health & Safety will investigate any Injury or Near Miss occurring on University Property or during University sanctioned activities.

The Central Advisory Health and Safety Committee shall receive reports of investigations carried out by Environmental Health & Safety and other parties. The committee may submit appropriate recommendations to the University Administration.