

VICTORIA UNIVERSITY

HEALTH AND SAFETY PROCEDURE

Date of issue: May 19, 2023

Review/Revise Date:

CRITICAL INJURY PROCEDURE

PURPOSE

The purpose of this procedure is to outline the steps and responsibilities when a critical injury takes place at Victoria University.

SCOPE

The scope of this procedure applies to any person who is killed or critically injured at Victoria University, includes workers, students, student workers, contractors and visitors.

STANDARDS/PROCEDURES

3.1) Definitions:

Critical Injury according to O.Reg 420/21 Notices and Reports Under Section 51 to 53.1 of the Act- Fatalities, Critical Injuries and Occupational Illnesses and Other Incidents

- A critical injury is an injury of serious nature that:
 - places life in jeopardy;
 - causes unconsciousness;
 - results in substantial blood loss;
 - involves the fracture of a leg, arm, foot but not a finger or a toe,
 - Note: MLITSD further clarified that ankle, hand, wrist, fracture of more than one finger or more than one toe are considered critical injuries,
 - involves amputation of a leg, arm, hand or foot but not a finger or a toe
 - Note: MLITSD further clarified that;
 - consists of burns to a major portion of the body; or
 - causes the loss of sight in an eye.
- A fatality is a death.

Inspector- Ministry of Labour, Immigration, Training and Skills Development (MLITSD) inspector as appointed for the purposes of the Act and its regulations

3.2) Immediate Critical Injury Response (for all critical injuries including workers, visitors, students, contractors, etc.)

Steps to take if a person is killed or critically Injured at the workplace (includes workers/ students/visitors/ etc.) See process flow chart below for summary of steps.

- The person will be immediately given first aid measures by a qualified first aider and Emergency Response 911 will be contacted. The Director of Human Resources or designate will also be contacted.
- The immediate supervisor will contain the accident area to prevent further injury or damage and also to secure it for investigation purposes for the MLTSD. No person shall (disturb the scene) except for the purpose of:
 - a) saving a life or relieving human suffering
 - b) maintaining essential public utility service or a public transportation system, or
 - c) prevention of unnecessary damage to equipment or other property,
 - d) interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene or connected with the occurrence until permission to do so has been given by the Inspector

3.3) Notifications for all critical injuries

- HR Director or manager designate will immediately call the:
 - MLTSD Inspector (1-877-202-0008),
 - the Joint Health & Safety Committee,
 - the union
 - the family if it is a worker.

3.4) Investigation and reports for all critical injuries

Contact the department head if it involves a worker (including student workers) , or if it involves a student (excluding student workers) contact the Front Desk as well (see section 3.5 For further steps).

- An investigation into the accident will occur as per the Accident Investigation process.
- JHSC Co Chair or worker member will be involved in the investigation for all critical injuries.
- The HR Director or designate manager within 48 hours will provide a written report to MLTSD containing the information as prescribed in Section 51 of Safety Act and Regulation 420/21 section :
 - The name, address and type of business of the employer

- The name of the worker
- The nature of the bodily injury or occupational illness
- Name and address of the constructor if the occurrence is at a project
- The address of the worker
- The nature and circumstances of the occurrence, including a description of any machinery, equipment or procedure involved
- The time, date and place of the occurrence
- The name and address of the legally qualified medical practitioner, registered nurse or medical facility that is attending to or attended to the worker.

3.5) Additional requirements when the incident involves a student (excluding student workers)

3.5.1) Weekday Academic Year: (Front Desk should always be first point of notification and then Deans office will be notified)

1. Notify the Dean's office during the academic year (September to end of April).
2. Dean's office to follow up with student.
3. Accident/incident form will be completed by Deans Office and forward it to Human Resources and the physical copy to the Infrastructure & Sustainability Manager.

3.5.2) Weekend Academic Year:

1. Front Desk to notify the on-call person in the Dean's office during the academic year (September to April).
2. On-call person from Dean's Office to follow up with student.
3. On-call person from Dean's Office to notify the MILTSD immediately at 1-877-202-0008 if critical injury declared following medical visit.
4. Fill out accident/incident form and forward it to Human Resources and the physical copy to the Infrastructure & Sustainability Manager.

3.5.3) Summer Students:

1. Front Desk in Residence Services to follow up with students.
2. Residence Services to notify the MILTSD immediately at 1-877-202-0008 if critical injury declared following medical visit.
3. Fill out accident/incident form and forward it to Human Resources and the physical copy to the Infrastructure & Sustainability Manager.

Students seeking medical attention should be provided with the [UofT Verification of Student Illness or Injury form](#) to be completed by a physician.

RESPONSIBILITIES

Supervisors and Managers will ensure that they are aware of the definition of a critical injury and that this procedure is followed as per the legislation.

COMMUNICATION

Health & safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed at the time of hire).

Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.

TRAINING

All managers and supervisors will be trained on accident investigation and reporting as well critical injury requirements and steps.

EVALUATION

This procedure will be evaluated as per the review schedule.

RELATED PROCEDURES

Accident/Incident investigation and reporting.

REFERENCE MATERIALS

Occupational Health and Safety Act section 51
OReg 420/21 Notices and Reports Under Sections 51 to 53.1 of the Act- Fatalities, Critical Injuries, Occupational Illnesses and other Incidents

APPENDICES

[See process flow chart below](#)

Distribution to: All Managers Joint Health and Safety Committee	Document to be posted: No
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Critical Injury Process Map

