

## INJURY REPORTING INFORMATION

Reporting requirements related to workplace injuries or illnesses vary depending on the severity and nature of the incident.

Severity of Injury/Illness	Whom to Notify	Timeframe	Documentation Required	Notes
First Aid	First Aider	Immediately	First aid log entry	
	Supervisor	As soon as possible	Internal accident investigation report	Best practice to investigate root cause
Medical Treatment (hospital, dentist, etc.)	First Aid (if required)	Immediately	First aid log entry	
	Supervisor	As soon as possible	Internal accident investigation report	Best practice to investigate root cause
	WSIB via Form 7	Within 3 days	WSIB Form 7	
Critical Injury or Fatality	Ministry of Labour	Immediately	Employer Report	Report submitted to MOL within 48 hrs
	Worker H&S Rep or JHSC	As soon as possible	Report any findings	Report submitted to MOL
	WSIB via Form 7	Within 3 days	WSIB Form 7	

### Reporting First Aid

A workplace injury or illness that requires first aid treatment must be recorded in a treatment log and reported to a supervisor. It is not necessary to complete a WSIB Form 7 for first-aid-only injuries.

If the employee seeks follow-up health care (hospital, dentist, chiropractor, etc.), then you must follow the procedure for reporting injuries to the WSIB.

## INJURY REPORTING INFORMATION

### Reporting Injuries to WSIB

Employers must report a work-related accident/illness to the WSIB if they learn a worker:

- Requires health care (hospital, dentist, chiropractor, physiotherapist, etc.)
- Is absent from regular work (due to the work-related injury or illness)
- Earns less than regular pay for regular work (e.g. only working partial hours)
- Requires modified work at less than regular pay (for more than seven calendar days)

It is not necessary to complete a WSIB Form 7 for first-aid-only injuries.

An Employer's Report of Injury/Disease Form 7 must be sent to the WSIB within 3 business days of the worker reporting the injury, or the day you become aware of the injury (whichever is earlier).

You may be assessed penalties for not submitting this form in a timely manner. You should advise all employees to notify you immediately if they seek medical aid (visit and emergency room, the doctor, dentist or chiropractor) because of a workplace-related injury.

### Reporting Critical Injuries and Committee

If a workplace incident results in an injury or illness that is serious enough to meet the definition of 'critical', then you must immediately report the incident to the MOL. The scene must be secured and a formal investigation must be undertaken. The results of the investigation must be submitted to the MOL within 48 hours.

The Occupational Health and Safety Act defines critical injury as:

- Fatal or life threatening
- Causes unconsciousness
- Significant loss of blood
- Amputation of an arm or leg, a hand or foot, or multiple fingers or toes
- Fracture of an arm or leg, a hand or foot, or multiple fingers or toes
- Burns to a major part of the body
- Loss of sight in an eye

---

## INJURY REPORTING INFORMATION

It is important to note that the critical injury definition covers incidents that happen to a person, not strictly to an employee. If a person is critically injured in the workplace and the incident could have reasonably happened to an employee in the course of their work, then you must notify the MOL.

### Critical Injury Investigation

- Your first priority at any accident scene is to ensure the safety of everyone around. Once you know those in the immediate vicinity are safe, you must “secure the scene” where the critical injury or fatality took place. This ensures the scene remains undisturbed until the MOL or police take charge of the scene. You may take pictures if there is an opportunity, but ensure the evidence is not disturbed.
- A worker, health and safety representative or worker member of the JHSC has the right to inspect/investigate the scene. The findings must be reported to the MOL.
- Specific information must be collected for the investigation report that is to be submitted to the MOL.
- The employer is required to submit the investigation report to the MOL with 48 hours of the incident. If the worker representative elects to inspect the accident scene, then they must also submit a report to the MOL upon completion of their own investigation.
- Remember that a critical injury will also require you to submit a WSIB Form 7.
- It’s important that everyone knows what to do in the event of an incident-whether it results in an injury or not. Ensure you have the appropriate contact numbers available and that your team has practiced an emergency drill.

### Incident Investigation

- The goal of a health and safety program is to eliminate injury and illness. Conducting an investigation after an incident or ‘close call’ provides critical information to help identify hazards and ensure effective controls are established.
- An incident or close call is often a symptom of a breakdown in the internal responsibility system. Proper investigation techniques can help you address the root cause and prevent future incidents.

## INJURY REPORTING INFORMATION

### Investigation Steps

Planning ahead will help you to be ready to conduct a proper investigation. Take the time to organize an investigation tool kit with any material and forms that you might need.

Step	Activities
1. Preparation	<ul style="list-style-type: none"> <li>▪ Have the Investigation Toolkit available: Pens, paper, forms, measuring tape, camera, etc.</li> <li>▪ Consider how different factors could cause or contribute to the incident: people, equipment, material, environment, process</li> </ul>
2. Gather Evidence	<ul style="list-style-type: none"> <li>▪ Start immediately: evidence gets lost and people forget</li> <li>▪ Focus on facts and avoid assumptions</li> <li>▪ Take measurements and pictures, and observe the environment, draw a sketch of the scene</li> <li>▪ Request witness statements</li> </ul>
3. Reporting	<ul style="list-style-type: none"> <li>▪ Put the information and facts in order</li> <li>▪ Check for gaps of information</li> <li>▪ Identify both immediate and root causes</li> </ul>
4. Recommend Corrective Action	<ul style="list-style-type: none"> <li>▪ Assign oversight responsibility</li> <li>▪ Determine appropriate timeframes for completion</li> <li>▪ Document what action is taken</li> </ul>
5. Follow-Up	<ul style="list-style-type: none"> <li>▪ Confirm that control measures have been implemented</li> <li>▪ Confirm that control measures are working as intended</li> </ul>

---

## INJURY REPORTING INFORMATION

© Workplace Safety & Prevention Services 2019. Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to the WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.

July 2019