
CORPORATION OF THE TOWN OF OAKVILLE

CORPORATE HEALTH AND SAFETY MANUAL

POLICY/PROCEDURE NO: HS 2.17

EFFECTIVE DATE: September 2007

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Approved by: Elizabeth Bourns, Director of Human Resources

2.17 FATALITY OR CRITICAL INJURY Reg. 834

(1) Scope

Fatality and Critical injury response and reporting applies to all Town employees including contractors and sub-contractors.

(2) Purpose

The purpose of this procedure is to ensure that workers of all levels at the Town of Oakville, including contractor and sub-contractors is familiar with what is deemed as a “Critical Injury” the procedures required to mitigate the seriousness of the incident and to follow procedures as prescribed by this document to ensure compliance to the Occupational Health and Safety Act governed by the Ministry of Labour from the Province of Ontario.

(3) Application

The Critical Injury procedure applies to all employee of the Town of Oakville.

(4) Exceptions

n/a

(5) Organization

All employees of the Town of Oakville should be aware of the term “Critical Injury”. However, Managers, Supervisors, Leadhands and Health, Safety and Wellness Consultant of the Town of Oakville shall have operational knowledge of the compliance requirements when a Critical Injury arises.

(6) General

(a) Definitions

Critical Injury: 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;**
- (e) Involves the amputation of a leg or arm but not a finger or toe;**
- (f) Consists of burns to major portion of the body; or**
- (g) Causes the loss of sight in an eye.**

(b) Guidelines for Responding to and Reporting of a Critical Injury and Reporting of a Fatality

- Attend to the medical needs of the injured worker;
- Determine if the injury meets the critical injury criteria as stated above;

In the case of critical injury or fatality, managers and or supervisors shall:

- Continue to provide medical needs to the injured worker when possible;
- Preserve all relevant evidence by keeping the integrity of the scene and not allow anyone to:
 - Alter or remove evidence, **except for the purpose of saving life or relieving human suffering; maintaining an essential public utility service or a public transportation equipment or other property.**
 - Interfere with, disturb, destroy, alter or carry away any wreckage, article or things at the scene of or connected with the occurrence until permission so to do has been given by the MOL inspector.

2.17 – Critical Injury / Fatality

- When it is necessary, for the reasons outlined above, to disturb the accident scene, record details of the original scene through notes and or photos
- Take immediate measures to secure the scene to prevent secondary accidents
- Immediately notify the following by phone or by other direct means:
 - Appropriate emergency services eg. 911 if have not activated
 - Health, Safety and Wellness consultant, @ (905)-845-6601 ext. 3246 (during normal office hours). (905) 330-8644 (after normal office hours).
 - Appropriate certified Joint Health and Safety Member(s)
 - Ministry of Labour, Western Region:
 - Phone: (905) 577-9774 or 1(877) 202-0008
 - Fax: 905-577-1316
- Note: Health, Safety and Wellness Consultant shall be the primary contact to the Ministry of Labour. Only if, Health, Safety and Wellness Consultant can not be reach would a manager or supervisor contact the Ministry of Labour.
- In general, Ministry of Labour requires notice from the Town representative immediately and a formal written report within 48 hours.
- Content of the report to Ministry of Labour:
 - Name, address and location of the town facility
 - Name, address, and phone #, and job title of the injured worker
 - Time and place of the injury
 - Witness (if any), there name(s), job title, address and phone #
 - Nature and circumstances of the occurrence and the bodily injury sustained
 - Description of the machinery or equipment involved in the incident
 - Diagram or sketch of the accident scene including photos if applicable.

(7) Training

All managers, supervisors and leadhands shall be trained in the recognition, evaluation and control of this situation.

(8) Revisions

Version	Revision Date	Item(s) Changed	Edited by:
A	Sept 07	New Issue	J. Wong
B	Jan 08	Revised	J. Wong