

## TITLE: INCIDENT REPORTING AND INVESTIGATION POLICY

**Date of Approval:** October 15, 2013;  
November 17, 2016

**Effective Date:** Immediate

**Mandatory Review Date:**  
November 17, 2021

**Approved By:**  
☐ Board of Governors  
☒ Executive Committee  
☐ Senate

### 1. PURPOSE

This policy assigns responsibility to every member of the Sheridan College Institute of Technology and Advanced Learning (Sheridan) community to ensure that all workplace incidents are reported in a timely manner.

### 2. SCOPE

This policy applies to all members of the Sheridan community, including but not limited to Workers, faculty, administrators, students, contractors and visitors.

### 3. DEFINITIONS

**Accident**, as defined by the Workplace Safety and Insurance Act, 1997:

1. A willful and intentional act, not being the act of the Worker,
2. A chance event occasioned by a physical or natural cause, and
3. Disablement arising out of, and in the course of, employment.

**Critical Injury**, as defined by Occupational Health and Safety Act (OHSA) Regulation 834: An injury of a serious nature that:

1. Places life in jeopardy;
2. Produces unconsciousness;
3. Results in substantial loss of blood;
4. Involves the fracture of a leg or arm but not a finger or toe;
5. Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
6. Consists of burns to a major portion of the body; or
7. Causes the loss of sight in an eye.

**First Aid:** Emergency treatment given at the time of the accident.

**Incident:** Any event that results or has the potential to result in an injury, illness, death, environmental damage, or property damage.

**Injury:** Any physical or functional abnormality or loss, which results from a workplace accident or occupational disease. An injury may result in lost time and/or a requirement for medical aid or first aid.

**Joint Health and Safety Committee (JHSC):** A group of Workers and supervisors in a workplace that serves to make recommendations to and monitor the employer's health and safety program to improve the health and safety of all Workers

**Lost Time:** Absence from work due to a workplace injury and/or occupational illness (starts from the day after the injury occurred).

**Medical Aid:** Treatment of a work-related injury that requires outside medical treatment by a health professional as defined in the Regulated Health Professions Act, 1991.

**Near-Miss:** An unplanned incident that did not result in injury, illness or damage but had the potential to do so.

**Occupational Illness:** A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are adversely affected and the health of the Worker is impaired.

**Supervisor:** A person who has charge of a workplace (i.e. is responsible for the space) or authority over a Worker (i.e. issues instructions or has authority to hire and terminate Workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a workplace or Worker.

**Union:** A trade union as defined in the Labour Relations Act, 1995.

**Worker:** Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not a worker for the purposes of that Act because the conditions set out in subsection 1(2) of that Act have been met.

5. Such other persons may be prescribed who perform work or supply services to an employer for no monetary compensation.

#### **4. POLICY STATEMENT**

Sheridan is committed to protecting Workers against workplace injuries and occupational illnesses. All incidents and accidents must be investigated to determine the root causes and to develop appropriate controls to prevent reoccurrence in support of this commitment.

#### **5. ROLES AND RESPONSIBILITIES**

##### **5.1 Employer**

Sheridan will:

1. Establish and maintain an effective incident reporting program.
2. Review incident trends to inform future preventative practices.
3. Commit to continuous improvement/incident reduction initiatives.
4. Communicate workplace incident performance to the Sheridan community.

##### **5.2 Supervisors**

Supervisors will:

1. Ensure all workplace incidents are reported and investigated.
2. Ensure the injured Worker receives the medical attention as required.
3. Communicate workplace incident investigation results to the Workers.
4. Ensure prevention plans resulting from incident investigations are carried out.
5. Review the effectiveness of the prevention plans and revise as needed.

##### **5.3 Occupational Health and Safety Services (OHSS)**

OHSS will:

1. Review the Incident Investigation Report.
2. If required, inform the Ministry of Labour (MOL), Joint Health and Safety Committee and Unions of the incident as per Sections 51 and/or 52 of the Occupational Health and Safety Act (OHSA), 1990 as applicable.
3. Provide guidance to the Supervisor in drafting the prevention plans as required.
4. If required, liaise with the Workplace Safety and Insurance Board (WSIB).

##### **5.4 Workers**

Workers will:

1. Immediately report all incidents to the supervisor.
2. Participate in the incident investigation.

3. Comply with Sheridan's *Return to Work Policy*.

### **5.5 Joint Health and Safety Committee (JHSC)**

JHSC will:

1. If required, participate in the incident investigation.
2. Review finding(s) and prevention plan of the incident investigation during committee meetings.
3. Provide recommendations to the employer with respect to improving the incident reporting program.

#### **The Responsible Office Shall Be:**

Occupational Health and Safety Services

Contact / Support: [ohsservices@sheridancollege.ca](mailto:ohsservices@sheridancollege.ca)

### **6. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms)**

[Incident Investigation Report Form](#)

[Return to Work Policy](#)