

University Health Network Policy & Procedure Manual Occupational Health & Safety: Reporting a Critical Injury or Fatality

Policy

University Health Network (UHN) will respond in a prompt and compassionate manner in the event of a [critical injury](#) or [fatality](#) of an employee in the workplace. Such response must ensure the dignity and privacy of the injured/deceased employee, as well as remain compliant with the applicable laws.

At the same time, UHN recognizes that it must ensure the continued safety of employees and cause as little interruption to patient care as possible under the circumstance.

A [Critical Injury or Fatality Checklist](#) and [Employee Incident Report](#) (Form 3004) or electronic incident form at Toronto Rehab must be completed, including the time of the accident and the names of any witnesses to the event.

Responsibilities

Supervisors ensure that the injured party, in the case of a critical injury, receives treatment, that the accident scene is secured with possible assistance from Security Operations, participate in investigations, cooperate with Ministry of Labour (MOL) inspectors and police (if applicable), and implement corrective actions as required.

Employees that are witnesses to the accident provide information to the MOL and police and participate in investigations.

The Joint Health and Safety Committee (JHSC) designated worker member, preferably a certified member, will provide information as required and participate in investigations. The JHSC worker member may also choose to inspect the accident scene, machine, device and/or thing, and provide a copy of the inspection to the MOL director and the Committee.

A designated management member, preferably a certified member, will also be allowed to participate in the investigation.

The Occupational Health & Safety (OH&S) Department will coordinate the investigation with internal personnel and outside agencies, communicate the results of all investigations, keep appropriate records and ensure that required and agreed upon recommended corrective actions are implemented.

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In the case of a critical injury or fatality, other actions or requirements are necessary to fulfill in accordance with the following policies, where applicable:

- [Incident Reporting & Review](#) policy 3.20.005
- [Accident/Incident Reporting & Investigation](#) policy 6.60.001
- [Violence & Domestic Violence in the Workplace](#) policy 6.30.004
- [Release of Information/Specimens/Items to Police](#) policy 1.40.011

Note: The employee assistance program will be made available.

Workplace Fatality

Under the Coroners Act of Ontario, a coroner must be notified if anyone has reason to believe that a person has died from misconduct, misadventure, during pregnancy or following pregnancy in circumstances that might reasonably be attributable thereto; from disease or sickness for which he or she was not treated by a legally qualified medical practitioner; from any cause other than disease; or suddenly and unexpectedly, or under such circumstances as may require investigation.

The police are to be notified when there is reason to believe that the fatality is the result of violence, misconduct, misadventure, negligence, malpractice, and unfair means or under such circumstances as may require investigation. The police in turn will notify a coroner.

Definition

Critical injury: An injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand or foot but not a finger or toe
- consists of burns to a major portion of the body
- causes the loss of sight in an eye (R.R.O. 1990, Reg. 834/90)

Procedures

Critical Injury

1. Ensure that the injured party receives medical attention.
2. Do not disturb the accident scene.

Note: Call [Security](#) to secure the scene, if warranted.

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Note: The scene can only be disturbed for the purpose of saving a life or relieving human suffering, maintaining an essential public utility service or public transportation system and preventing unnecessary damage to equipment or other property.

3. Upon discovery of a [critical injury](#), immediately notify the department manager/delegate during business hours, or site nursing administration coordinator (NAC) after hours.
4. The department manager or supervisor contacts the OH&S Department.

Note: Do not leave a message on voicemail after hours (1530 to 0730) or on weekends.

- Toronto General: 416-340-4800 ext. 5144 or 2073 (14-5144 or 14-2073)
- Toronto Western: 416-603-5800 ext. 2700 (13-2700)
- Princess Margaret: 416-946-4501 ext. 6885 (16-6885)
- Toronto Rehab: 416-597-3422 ext. 3615
- Pager for business and after hours (all sites): 416-790-6066

5. The OH&S Department personnel:
 - Contacts, or assists the manager/delegate or NAC (after hours) in contacting, the:
 - a. site administrator on-call
 - b. worker co-chair of the JHSC, or another Committee member (preferably a certified worker member) if the worker co-chair is not available
 - c. management co-chair
 - d. union representative, if applicable
 - e. MOL at 1-877-202-0008 (24/7 number)
 - f. Electrical Safety Authority at 1-877-372-7233, if the critical injury involves electrical contact

6. The OH&S Department personnel or delegate worker member and management member of the JHSC accompanies the MOL inspector at the site to the accident.

7. The MOL:
 - Conducts its investigation, which may include interviews of supervisors, co-workers and witnesses.
 - Releases the scene once it and possibly the police have conducted their investigation.

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8. The OH&S Department personnel:
 - Organizes and conducts an internal investigation with a worker member of the JHSC, witnesses and supervisor/delegates.
 - Provides a written report to the MOL (fax to 647-777-5013 or 416-647-777-5014) within 48 hours of the event and sends copies to the:
 - a. manager of the injured worker
 - b. site JHSC
 - c. Workplace Safety and Insurance Board (WSIB) coordinator
 - d. union representative of the injured worker
 - e. site vice-president
 - f. senior vice-president, Human Resources
 - g. director, Safety & Occupational Hygiene
 - h. senior director, Occupational Health & Safety
 - i. site safety manager
 - Fills out the [Critical Injury or Fatality Checklist](#) to ensure all duties are completed.

Fatality

1. In the event of a workplace fatality, the person witnessing or discovering the death immediately contacts the site administrator on-call (or NAC after hours), the senior director of Occupational Health & Safety or designate (pager: 416-790-6066) and UHN Security Operations.
2. UHN Security Operations:
 - Immediately secures the integrity of the accident scene by ensuring that:
 - a. No one interferes with or alters the body or its condition in any way until the coroner so directs by a warrant.
 - b. No one disturbs, interferes with, destroys, alters, or carries away any material or wreckage at the scene of the accident except:
 - i. where it is necessary to save a life or prevent further injuries
 - ii. to maintain a vital hospital service or
 - iii. to prevent unnecessary damage to equipment or property
 - Endeavours to provide and maintain the dignity of the deceased.

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3. The senior director of Occupational Health & Safety or designate:
 - Immediately contacts the MOL Contact Centre by any direct means available (phone: 1-877-202-0008).
 - Contacts the Electrical Safety Authority at 1-877-372-7233 if the fatality involves electrical contact.
 - Contacts the worker co-chair of the JHSC or other committee member (preferably a certified worker member) if the worker co-chair is not available.
 - Contacts the union representative, if applicable
 - Management co-chair of the JHSC or other management member, preferably a certified management member, if the management co-chair is not available.
 - Organizes and conducts an internal investigation with a worker member of the JHSC, witnesses, department manager/delegate and other resources as required.
 - Provides a written report to the MOL (fax: 647-777-5013 or 647-777-5014) within 48 hours of the event and sends copies to the:
 - a. applicable site JHSC
 - b. chief executive officer
 - c. senior vice-president, Human Resources & Organizational Development
 - d. legal counsel (Legal Affairs)

4. The site administrator-on-call or NAC (after hours):
 - Contacts the Chief Coroner's Office at 416-314-4000 and reports the fatality.
 - Contacts the Toronto Police Service at 416-808-2222 or 416-808-5200 and reports the fatality.

5. The senior director of Occupational Health & Safety or delegate completes the [Critical Injury or Fatality Checklist](#) to ensure all duties are completed.

References

1. Occupational Health & Safety Act s9.31.
2. Ontario Electrical Safety Code (O. Reg. 10/02), rule 2-007.
3. Ontario Regulation 834/90, Critical Injury Defined.

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