

Definition of a Critical Injury – Occupational Health and Safety Act Reg. 834

For the purposes of this procedure, the Act and the Regulations, “critically injured” means 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;
7. Causes the loss of sight in an eye;
8. Other significant losses that require immediate medical attention in a hospital or by a qualified medical practitioner.

Critical Injury Response Procedures

1. Immediately secure the required health care for the injured employee. The employer will arrange and pay for any transportation that may be required.
2. Once the injured employee has been removed from the area for health care, cordon off the accident area and ensure no further access to the area. **DO NOT CLEAN THE AREA.** Access to the area must be restricted until approval to clean up the area is received directly from the Ministry of Labour.
3. Identify potential witnesses. Ask them to write down a detailed report – individually. This should occur as soon as possible following the incident. Create a list of witnesses approached – names, addresses and phone numbers. Ask all witnesses to remain at the workplace until further notice.
4. Refer to the attached Contact Sheet and inform the members of the Critical Injury Response Team.
5. Disposable cameras would be readily available at each facility to take numerous pictures of the incident area from various angles. If no camera is available create a sketch of the incident area.

6. Maintain the area and all confidential information until the Critical Injury Response Team Co-ordinator arrives on site.
7. Write a detailed report of your knowledge of the incident. (When, where, who, why, how).
8. Write a detailed report of the steps taken in addressing the critical injury. Note dates and times as much as possible. (When, where, who, why, how).
9. Initiate the call list. (see attached)
10. The Response Team Co-ordinator will ensure the following:
 - Injured employee's family is notified.
 - Ministry of Labour contacted.
 - Witness reports completed and received.
 - Individual interviews with each witness held and recorded.
 - Accident/incident investigation completed – JHSC Worker Co-chair present.
 - Co-ordinate and communicate with company's Employee Assistance Program for immediate provisions for crisis intervention.
(LEAC 1-800-824-5322)
 - Communications and assistance for the Ministry of Labour inspector.
 - Communications with staff as required.
 - All documentation forwarded to the Human Resources Co-ordinator.
11. All formal communications with the media or family members regarding the incident will be directed to the Director of Human Resources, or his/her designate.
12. The Department Manager will inform and update the County's C.A.O.
13. The County C.A.O. will inform and update the County Warden.
14. The Human Resources Co-ordinator will complete and forward the full report to the Ministry of Labour within 48 hours of the incident.

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Critical Injury Procedures**

Code - **A**

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Critical Injury Response Team Call List

(Call in order listed starting at the top)

The Response Team Co-ordinator will be the Director of Human Resources or his/her designate.

Position	Name	Phone Numbers
Immediate Supervisor		
Department Manager		
Director of Human Resources	Harley Underhill	Work (519) 631-1460 x.125 Cell (519) 857-6042
Human Resources Co-ordinator	Tanya Tilton-Reid	Work (519) 631-1460 x.111 Home (519) 633-7576
JHSC Worker Co-chair		

*The Director of Human Resources or the Human Resources Co-ordinator will contact the MOL.
Ministry of Labour* 1-800-265-1676 or (519) 672-0268