

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. A17
	ORIGINATOR Occupational Health & Safety Manager	
	APPROVED BY President's Executive Committee	
TITLE Accident Reporting and Investigation	EFFECTIVE DATE 2001.03.21	REPLACES New

1.0 Purpose: To ensure consistent, timely and thorough reporting and investigation of all accidents in a manner which encourages involvement by all workplace parties. This process emphasizes worker health and safety through accident prevention, ensures that corrective measures are taken and achieves regulatory compliance.

2.0 Responsibility: All employees including supervisors, managers, coordinators, directors, deans and senior management are responsible to ensure that workplace accidents are reported and investigated in accordance with this policy. *(For the purposes of this directive, persons with responsibility for students, contractors and children registered within a daycare/child minding program are responsible to ensure that accident reporting is carried out in a like manner as the process described for employees/workers.)*

3.0 Policy: All accidents which involve personal injury to an employee and accidents which result in damage/ loss of College property must be reported using an Accident/Incident Report form. The completed form must be sent to Health Services by the end of the next working day. Accident/Incident Report forms are maintained in all departments, Health Services, in building first aid kits and at the Protection Services office.

- 4.0 Definition:**
1. Personal injury includes all injuries (regardless of seriousness), occupational illnesses, hazardous exposures to blood and body fluids and hazardous exposures to chemical, biological or physical agents.
 2. Preliminary accident investigations are conducted by supervisors in the interest of prevention. Their purpose is to identify immediate causes of accidents and to ensure supervisors initiate and follow-up on remedial action relating to those causes.
 3. A supervisor includes persons in charge, coordinators, managers, directors or any other person who has control over work assignments and/or authority over workers.

5.0 Procedures:

1. Employees

An employee shall ensure that:

- i) his/her supervisor is immediately notified of accidents or hazardous conditions and that an Accident/Incident Report is initiated. Where an accident results in lost time or medical aid and/or prevents the employee from doing his/her regular duties, the employee must attend Health Services (*where available*) or seek health services from a physician.
- ii) a medical certificate for all lost time resulting from a workplace accident is provided.

2. Supervisors

A supervisor shall ensure that:

- i) First aid/medical treatment is provided as required.
- ii) The Accident/Incident Report form is completed with the employee.
- iii) The Accident /Incident Report is signed by the supervisor and that it is taken to Health Services with the injured employee, if possible. If the accident occurs outside of regular business hours or when a supervisor is not readily available or if urgent circumstances require treatment to precede reporting, the Accident/Incident Report must be forwarded to the supervisor for completion and subsequently sent to Health Services by the end of the next working day.
- iv) In the case of fatal or critical injuries College Directive A18 must be followed.

Obtaining Treatment

- i) During regular business hours, employees shall be sent to/ report to Health Services (*where available*) with a completed Accident/Incident Report.
- ii) Outside of regular business hours or where Health Services are not available, first aid may be applied by any qualified personnel or first aid services may be accessed through Protection Services by calling 5000 or using an emergency phone. Under these circumstances, employees are responsible to ensure an Accident/Incident Report is initiated and forwarded to their supervisor who must be notified as soon as practicable.
- iii) Any person applying first aid is responsible to ensure the treatment is documented on an Accident/Incident Report, which is to be completed at the time.

(original signed by)

President