

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. A18
	ORIGINATOR Occupational Health & Safety Manager	
	APPROVED BY President's Executive Committee	
TITLE Fatal or Critical Injuries	EFFECTIVE DATE 2001.03.21	REPLACES New

1.0 Purpose: To ensure the measures taken in response to a fatal or critical injury are appropriate and supportive of the investigation process.

2.0 Responsibility: All employees, supervisors, coordinators, managers, department heads are responsible to ensure that critical injuries and fatalities are reported and investigated in accordance with the following procedures.

3.0 Policy: Critical injuries and fatalities involving any person at the College shall be reported and investigated in accordance with the Occupational Health & Safety Act and its regulations. An injury, which cannot be classified as a critical injury with certainty, shall be treated as a critical injury until the Manager, Occupational Health and Safety or his delegate has been contacted and a determination is made.

4.0 Definition: Critical Injury means 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 a toe;
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) consists of burns to a major portion of the body; or
- (g) causes the loss of sight in an eye.

5.0 Procedures: **The first person at the scene will:**

- Immediately notify Protection Services by contacting phone number 5000 or send another person to notify Protection Services.
- At locations of the College not served by Protection Services, notify the administration office (*regular business hours*) and/or emergency medical services (911).
- Apply first aid as necessary.

- Take charge of the scene until the arrival of Protection Services (emergency medical services) and take measures to ensure others will not be exposed to hazards involved in the incident.
- Not move, remove, disturb any materials, tools, equipment or other articles.

Protection Services will:

- Take over control of the accident scene from the first person on the scene.
- Take measures to ensure others will not be exposed to hazards involved in the incident.
- Assess the criticality of the injury and ensure emergency services have been notified, as appropriate.
- Contact Manager of Occupational Health and Safety.
- Contact the Director of the affected area.
- Control access to the accident scene and ensure potential evidence is not contaminated.
- Canvass for potential witnesses.
- Provide escort to the accident scene for responding emergency services personnel, as required.

The Manager Occupational Health and Safety or delegate will:

- Ensure the scene is preserved for the Ministry of Labour, as required.
- Obtain necessary information to carry out notifications required under section 51 of the Occupational Health & Safety Act.
- Notify the President and/or Director of Public Relations, depending on the circumstances.
- Inform the Ministry of Labour and the Joint Occupational Health & Safety Committee (JOHSC) of the incident.
- Coordinate and commence investigations by the College and JOHSC members upon arrival at the scene.
- Provide liaison between the College, JOHSC and investigators of regulatory agencies involved in the incident.
- Collect required evidence and information.
- Notify the TERT Team, as required.
- Release the accident scene to the department once all evidence and information has been gathered.
- Analyze observations and information and identify corrective measures in conjunction with the JOHSC.
- Prepare a report for the Ministry of Labour and recommendations for the employer.

(original signed by)

President