

**Safety & Security Services** is comprised of Occupational Health & Safety and Security Services. Through the implementation of coordinated loss prevention and loss reduction strategies we ensure the College is a safe and secure learning and working environment for all of its occupants. We are heavily engaged in the development and delivery of proactive awareness and training programs and we offer a wide range of supporting services within the College community.

**Occupational Health & Safety** provides services and consultation in all areas of health & safety as well as environmental safety, fire & life safety, hazardous materials, hazardous waste disposal, occupational hygiene and accident reporting and investigation. We work closely with very active Joint Health & Safety Committees in the prevention of accidents and development of a safety conscious environment where everyone understands their individual rights and responsibilities related to occupational health & safety.

**Security Services** provides services to ensure the security and protection of staff, students and College assets on a 24 hr. / day basis. Services include those related to emergency response, criminal investigations, key control, crime prevention training and awareness and lost & found. In addition, consultation in risk assessment, electronic security systems and crisis intervention help constitute the framework for the delivery of this diverse program within the College community.



### **Accidents**

Despite the best efforts of all members of the College community, accidents do happen. As an employee of the College, you are required to report accidents to your supervisor. Directive A17— Accident Reporting and Investigation states that: 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.

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.

Accident / Incident Report forms are held in all departments and are available free of charge from the Publishing Centre Warehouse. (PW 1561) Alternatively, forms are maintained for use in the Safety & Security Services Office and in Health Services.

The directive further states that: An employee is responsible to ensure that 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 visit Health Services (*where available*) or seek health services from a physician.

Supervisors are to 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.



### **Documentation of Injuries**

In the unfortunate event that you are injured as a result of an accident several important measures must be taken.

The College, as your employer, is required by law to report all injuries that require medical treatment or result in a loss of work time beyond the day of the accident to the Workplace Safety & Insurance Board (WSIB).

Whether you wish to pursue a claim with the WSIB or not, the employer is still obligated to file its report within 72 hours of the injury. The Accident / Incident Report forms the basis for the documentation that will be sent to the WSIB regarding your injury.

The initial documentation provided to the WSIB reports the circumstances of the accident and the nature of the injury, along with necessary employment information for compensation purposes.

Following the submission of this documentation, you will be contacted by the WSIB to obtain more detailed and personal information. Depending on the claim, this may take anywhere from two to six weeks.



## **\$** WSIB Benefits

Generally, WSIB will cover health care expenses and temporary income replacement benefits at a rate of 85% of your net average earnings for claims that are allowed.

At the College, you will be put on sick leave at 100% pay when you first go off with a work related injury. Adjustments are made by Human Resources if and when a claim is approved. In the event your claim is denied, your time away will remain as sick leave.



Claims may be denied in instances where the claim is for a non-compensable injury / illness, the claim is un-substantiated, or where an objection by the employer has been upheld.

### Staying In Touch



The Workplace Safety & Insurance Act requires that employees who are off due to a work related injury stay in touch with their employers and vice versa. You should be providing regularly updated medical certificates to your supervisor and Human Resources. Typically your medical certificates will indicate the anticipated date of return to work. Your supervisor may also contact you periodically while you are away.

In addition, staying in touch allows you the opportunity to ask questions regarding your claim and it's progress, your pay and benefits, and helps you stay informed about things happening at work, which may make your return to work easier.



### Modified Work

Modified work refers to the adjustment of work hours and duties to coincide with an injured worker's functional ability at stages during their recovery. It allows an opportunity to lessen the financial and social effects of a prolonged absence from work by returning an employee to work gradually as early and safely as possible. In accordance with WSIB legislation, employers are required to undertake measures for an early and safe return to work for injured workers in consultation with your physician. If you are injured at work and there is an opportunity to pursue modified duties, you will be contacted by Human Resources. Your cooperation in such a program is required according to WSIB legislation.

**DIAL  
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In Case Of  
Emergency**

*Produced by*

# Safety & Security Services

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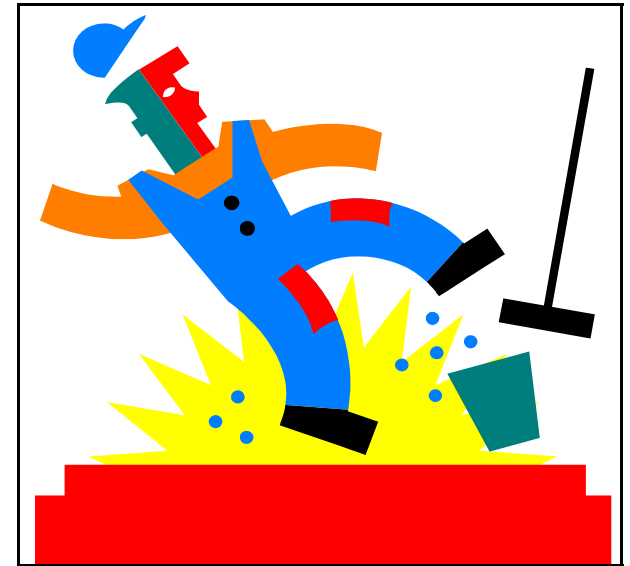
**Working for a safe community**

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# Workplace Accidents & Injuries

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## ... THINGS YOU SHOULD KNOW !



# ALGONQUIN COLLEGE