

HS08 Fatal or Critical Injuries

Classification: Health, Safety and Security
 Responsible Authority: Manager, Occupational Health and Safety
 Executive Sponsor: Vice President, Finance and Administration
 Approval Authority: Algonquin College Executive Team
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PURPOSE

To establish criteria and processes that conform to regulatory requirements for responding to, reporting and investigating all fatal and critical injuries that occur on College property.

SCOPE

This policy applies to all employees, students, visitors and contractors.

DEFINITIONS

Word/Term	Definition
Critical Injury	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 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.
Employee	An Employee is a full-time or part-time College support staff, a faculty member, or an administrator of the College.
Inspector	A Ministry of Labour, Training and Skills Development representative authorized to inspect workplaces to ensure compliance with the Occupational Health and Safety Act and associated regulations.
Supervisor	Any employee who supervises staff

POLICY

1. The Occupational Health and Safety Act (OHSA) requires that all fatal and critical injuries be reported and investigated in accordance with Regulation 834 of the Occupational Health & Safety Act.
2. If there is doubt as to whether an injury meets the definition of critical injury, it will be treated as a critical injury and will be reported and investigated in accordance with this policy.
3. Where a fatal or critical injury has occurred, no person shall interfere with, disturb, destroy alter or carry away any wreckage article or thing at the scene or connected with the occurrence until authorization has been given by an Inspector, unless such actions are for the purpose of saving life or relieving human suffering, maintaining an essential public utility service, or ensuring immediate public safety.

PROCEDURE

	Action	Responsibility
1.	Fatal and Critical Injury Response	
1.1	Obtaining Assistance	
1.1.1	Call for medical assistance by dialing (or having someone call) Security Services at ext. 5000 or calling 911. Pembroke campus should call 911 directly. Caller should identify nature and scope of the incident.	The first person on the scene
1.1.2	Apply first aid, as appropriate, if it is safe to do so. If it is not safe to provide first aid to the injured person, remain with them until Security Services arrive.	The first person on the scene
1.2	Secure the Accident Scene	Security Services
1.2.1	Take charge of the scene until Security Services or Paramedics arrive and prevent others from being exposed to the hazards involved in the incident.	The first person on the scene
1.2.2	Take measures to secure the scene in order to prevent any materials, tools, equipment or other articles involved in the incident from being disturbed.	The first person on the scene
1.2.3	Assess the level of injury, administer any necessary first aid, and ensure that EMS has been notified, as appropriate.	Security Services
1.2.4	Isolate and contain the scene and continue to ensure that access to the area is restricted to prevent others from being exposed to the	Security Services

	hazards involved in the incident and disturbing evidence. The scene will be turned over to the Inspector upon their arrival so that he/she may commence their investigation. The scene is to remain closed until such time as it is released by the Inspector.	
1.2.5	Notify the Manager, Security and Emergency Services, and the Director Risk Management, or designate	Security Services
2.	Accident Reporting	
2.1	Contact the Manager, Occupational Health and Safety or designate to report the known details of the incident within 30 minutes.	Manager Security and Emergency Services or designate
3.	Accident Investigation	
3.1	Canvass for and conduct preliminary interviews of potential witnesses, and secure all recorded video evidence.	Security Services
3.2	Escort responding emergency services personnel or other authorized personnel to the scene.	Security Services
3.3	Obtain the necessary information to carry out notifications under s. 51 of the Occupational Health and Safety Act.	Manager Security and Emergency Services or designate
3.4	Notify the Algonquin College Executive Team, as appropriate and in accordance with notification protocols.	Director Risk Management or designate
3.5	Notify the Ministry of Labour, Immigration, Training and Skills Development and the Joint Occupational Health and Safety Committee (JOHSC) of the incident.	Manager Occupational Health and Safety or designate
3.6	Provide a liaison between the College, JOHSC and the Ministry of Labour, Immigration, Training and Skills Development.	Manager Occupational Health and Safety or designate
3.7	Commence investigation and collect necessary information to determine the cause of the accident.	Supervisor Joint Occupational Health and Safety Committee, Manager Occupational Health and Safety, or designate
3.8	Notify the Tragic Event Response Team, as appropriate.	Director Risk Management, Vice President Student Services, or designate

3.9	Notify the Dean or Director of the affected area when the scene has been released by the Inspector.	Manager Occupational Health and Safety or designate
3.10	Analyze the details gathered during the initial investigation, in conjunction with the Joint Occupational Health and Safety Committee, and recommend corrective action.	Manager Occupational Health and Safety or designate
3.11	Prepare a summary of the investigation and recommendations for submission to the Vice President Finance & Administration and the Vice President of the affected area.	Director Risk Management, Manager Occupational Health and Safety, Manager Security and Emergency Services, or designate
3.12	Submit the critical injury report to the Ministry of Labour, Immigration, Training and Skills Development within 48 hours of the incident.	Manager Occupational Health and Safety or designate

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

HS01: Occupational Health and Safety

HS02: Emergency Response

HS09: First Aid

RELATED MATERIALS

None