









## 4. Accident Reporting

All full-time, part-time, temporary, and training participant employees of the University are covered under the Workplace Safety Insurance Board Act for injuries and illnesses resulting from their employment. Coverage includes payment of health care costs and loss of earnings due to time lost from work.

Under the Act, the University is obligated to report to the Workplace Safety Insurance Board (WSIB) every accident to a worker which results in lost time from work past the day of the accident, or which necessitates health care from a medical facility or medical practitioner such as a physician, hospital, dentist, chiropractor or specialist within 3 days of it happening. If a supervisor fails to report the incident to Health, Safety and Well-Being within the required timeframe the WSIB may levy a fine which the business unit becomes responsible to pay.

All accidents, incidents, and near misses must be reported on an official [Accident Incident Reporting Form](#) in accordance with the [Accident Incident Investigation Procedure](#). Please note that these reports are to be completed and submitted by the supervisor within 24 hours of the occurrence. This allows sufficient time for final reporting by the University to the WSIB.

The University also requires that all accidents to students or visitors be reported on the same accident/incident form to Health Safety and Well-Being.

### Reporting of Critical Injuries

A critical injury is one of a serious nature which either:

- x places life in jeopardy
- x produces unconsciousness
- x results in substantial loss of blood
- x involves the fracture of a leg or an arm
- x involves the amputation of a leg, arm, hand or foot
- x consists of burns to a major portion of the body
- x causes the loss of sight in an eye

Any critical injury must be immediately reported and the scene to be held.

Supervisors are responsible for:

1. Procuring immediate medical attention for person(s) involved in the accident;
2. Notifying the appropriate emergency services by calling 911
3. Ensuring that the site of the accident is secured.
4. Notifying Health Safety and Well-Being immediately of the critical injury. (Further reporting of the injury by HSW is required to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and the University's Joint Occupational Health and Safety Committee; this will be performed by the HSW representative as per the Act O. Reg 420/21.)

5. Preparing a written report of the circumstances of the accident on an [Accident Incident Reporting Form](#)

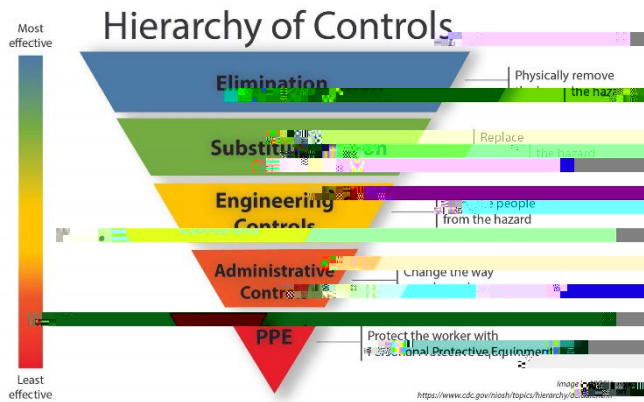
Note: The scene is to remain undisturbed and isolated, until all investigations by the MLITSD and HSW are complete.

#### Injuries While Outside of Ontario

Staff members injured while performing their job outside of the Province of Ontario may be covered for benefits under the Workplace Safety Insurance Board Act. Ontario residents are automatically covered for up to six months while temporarily working outside of Ontario. If a

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- x Promptly communicates to supervisor that there has been a change in status and provides follow up to Employee Well-being
- x Promptly seeks medical attention as indicated and follows the treatment plan



The hierarchy of controls is a method that is used when determining how to control against a hazard. Depending on the hazards you are working with, multiple types of controls may need to be used to provide effective worker protection. The hierarchy of controls can be applied to any type of hazard in the workplace.

The Health Safety and Well-Being is available to assist supervisors with reviewing control measures or suggestions

on how to keep people safe.

## 8. Training

Western is a complex work environment, and it is the duty of the supervisor to ensure workers who they supervise have the proper training that is required to perform their job safely. The [Training Requirements Matrix](#) gives an outline of the training needs for each role and should be used as a guide to select appropriate training sessions. Supervisors should be aware of the hazards in their work area and should know what training is best suited to their workers.

Training can be accessed at [Required Training](#), and certificates of completion must be made available to the supervisor to keep a record of all training. All employees must complete required training based their role in the University, this includes specific training based on area of work and study or role specific duties.

Supervisors also train workers on [task or site-specific duties](#) related to equipment or procedures for the area. Upon completion, the supervisor must document the training provided to the worker.

## 9. Workplace Inspections

As part of the accountability of supervisors at Western is to inspect their area of accountability to verify that control measures for hazards are working as intended and the no unexpected hazards have evolved due to updates in work processes, new procedures. Workplaces inspections are required under the Occupational Health and Safety Act and should be completed on a monthly basis.

To provide additional support the work in your area the Joint Committee (JOHSC) completes an annual inspection of campus areas on a rotational basis and the members of Health Safety and Well-Being (HSW) routinely inspect research areas as per hazard control program requirements. Any assigned actions that result from a workplace inspection by the JOHSC or HSW will be documented and managed within the [Worksafe@Western](#) administrative platform.



A resource page for [inspection information](#) is available and has details on the inspection procedure and supporting materials.

## 10. Work Refusals

The Act gives a worker the right to refuse work that they believe is unsafe. The right to refuse may be exercised if the worker has reason to believe that:

1. any equipment, machine, device or thing he/she is to use or operate is likely to endanger themselves or another worker; or
2. the physical condition of the workplace is likely to endanger themselves; or
3. any equipment, machine, device or thing they are to use or operate or the physical condition of the workplace is in contravention of the Act or regulations and such contravention is likely to endanger himself, herself or another worker

Supervisors should follow the [Work Refusal Procedure](#) and direct any questions to Health Safety and Well-Being.

## 11. Additional Resources

