

Personal Injury Reporting Policy

1.0 Policy Statement

The City of Mount Pearl is committed to providing a safe and productive workplace for its employees. Injuries and illnesses shall be reported immediately to the employee's supervisor or manager right after the event occurrence or immediately following the employee's knowledge of an occupational injury or illness. If the employee is unable to report due to the nature of injury or event, then any employee who witnesses the injury must report it as soon as it is safe to do so.

2.0 Background

Employees are required to comply with the *Occupational Health and Safety Act*, and any other relevant laws, rules, or legislation. In accordance with Section 9 of the *Occupational Health and Safety Act*: "A worker shall, on being injured, report the injury to the employer as soon as practicable following the injury." If medical assistance is required, employees shall call 911 for assistance. Injured employees shall not drive themselves to the hospital and nor should any employee drive a co-worker to the hospital. If the injury requires a hospital visit, but it does not require an ambulance the employee's supervisor shall arrange transportation for the injured employee to the hospital. If it is a serious injury (see Definitions) as per the *Occupational Health and Safety Regulations*, the City's Occupational Health and Safety Officer will report the injury to the Provincial Occupational Health and Safety Division.

3.0 Scope

This policy applies to all City employees and contractors injured in an accident arising in connection with the City's operations.

4.0 Purpose

This policy outlines the injury and illness reporting policy for the City. This policy is intended to minimize injury to employees and ensure employees receive the fastest possible medical attention when needed. All employees are responsible for participating in and contributing to the inspection program.

5.0 Definitions

For this policy the following definitions will be used:


- **Accident:** An occurrence in a sequence of events that produces unintended injury, death or property damage. Accidents are not random events but rather preventable events.
- **Incident:** An unwanted or unplanned event that may result in equipment damage and or injury or illness.
- **Serious Injury:** as per OHS Regulations Section 10 (1) includes an injury 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, foot, finger, or toe;
 - (f) consists of burns to a major portion of the body;
 - (g) causes the loss of sight in an eye.
- **Occupational Illness:** is defined as “the condition that results from exposure in the workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby.” An occupational illness can either be **acute** (i.e. immediate symptoms) or **chronic** (i.e. developing over a period of time). Some examples of occupational illness include noise induced hearing loss, tendonitis etc.
- **Work Related Injury:** is defined as damage to a part of the body arising **out of and in the course of employment**. An injury usually results from a single contact with a substance or a source of energy causing a cut, sprain, strain, bruise, fracture, burn, amputation etc.
- **Lost time (LT) injury:** is an injury or illness that requires medical attention and causes the employee to be off work beyond the day of the injury.
- **Medical aid (MA) injury:** is an injury or illness that requires professional medical attention (i.e. above and beyond first aid) but the employee is able to return to work on his/her next regularly scheduled shift.
- **First aid (FA) injury:** is an injury or illness that does not require professional medical attention.

6.0 Related Documents

Please refer to the City's companion documents:

- *Accident Investigation Report*
- *Employee Declaration*
- *Form 6 – Workplace NL Workers' Report of Injuries*
- *Form 7 – Employer's Report*
- *Form 8/10 – Physician's Report*
- *Return to Work Procedures*

7.0 Approvals



Steve Kent, Chief Administrative Officer

May 30, 2019

Date