



Policy Number:	CS-1400-2008
Policy Title:	Accidents and First Aid Policy
Policy Owner:	Chief Human Resources Officer
Effective Date:	June 2008
Last Revised:	September 23, 2020

In light of COVID-19, please note the following changes to the Accidents and First Aid policy effective immediately and until further notice:

- 'Employee Access to Campus' protocol includes a Mandatory Daily Health Screening
- Protocol for Addressing Negative Enhanced Screen results is in place to augment existing Accidents and First Aid policy
- 'Campus Re-Opening' resources and mandatory access training reinforces existing Illness and First Aid protocol while on campus

1. Purpose

The purpose of this policy is to outline the responsibilities and procedures for providing first aid treatment and initiating emergency medical response for injured or ill persons when necessary. These responsibilities and procedures also ensure accidents/incidents are investigated, documented and reported to comply with the requirements of the *Workplace Safety and Insurance Act* and the *Occupational Health and Safety Act*.

2. Application and Scope

This policy applies to all College employees, students, volunteers, contractors and visitors to the College campuses.

3. Definitions

"Accident" is an unplanned event that results in an injury or damage to equipment, property or environment.

"First Aid" refers to immediate care given to an injured or suddenly ill person that involves treatment for injuries of minor nature by means including: cleaning minor cuts, scrapes and scratches; treating a minor burn; applying bandages, dressings, compresses or splints.

"Incident" is an unplanned event that results in or could result in an injury or damage to equipment, property or environment.

"Near Miss/Hazardous Condition" is an incident or unsafe condition that has potential for injury or property damage.

4. Principles

- First aid treatment will be available to all staff, students or visitors who suffer an injury or illness at the College.
- First aid will be provided by a qualified person from Security Services or the immediate department or area, depending on individual campus resources and in accordance with the Workplace Safety and Insurance Act Regulation 1101 "First Aid Requirements".
- Response by local Emergency Medical Services will be initiated by anyone calling 911 directly or through Security Services where the nature of an injury or illness requires immediate medical attention.
- All accidents/incidents that involve a near miss/hazardous condition, personal injury or that result in damage to property must be reported to the Occupational Health and Safety office.
- Accidents/incidents will be investigated, documented and reported to comply with the requirements of the *Workplace Safety and Insurance Act and the Occupational Health and Safety Act*.

5. Accountability Framework

5.1 Accountability Framework

Approved by the Senior Leadership Team.

5.2 Compliance

The Chief Human Resources Officer is responsible for monitoring this policy according to an established schedule or more frequently in response to feedback from the College community.

6. Attachments

Appendix A - Procedures Related to First Aid and Accidents

Appendix B - Communication Flowchart for Notification of Fatality, Serious or Critical Injuries.

7. Policy Revision Date

7.1 Revision Date

September 23, 2020

7.2 Responsibility

The Chief Human Resources Officer is responsible for reviewing this policy every five years or earlier when required.

8. Specific Links

CS-1401-1979 Health and Safety Policy

Workplace Safety and Insurance Act

Occupational Health and Safety Act

Workplace Safety and Insurance Act Regulation 1101 "First Aid Requirements"



APPENDIX A

Procedures Related to First Aid and Accidents

1. Definitions

"Automated External Defibrillator (AED)" is a portable device that delivers a shock to restore the heart to a normal rhythm.

"Cardiopulmonary Resuscitation (CPR)" is a technique for providing heart compressions and artificial respiration.

"Critical Injury" is defined in Ontario Regulation 834 "Critical Injury" as an injury of serious nature that:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand, or foot but not a finger or toe;
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye.

"First Aid Injury" refers to an injury of minor nature treated by means including: cleaning minor cuts, scrapes and scratches; treating a minor burn, applying bandages, dressings, compresses or splints.

"Health Care Injury (also known as Medical Aid Injury)" is an injury that requires the professional skills of a health care practitioner and/or treatment in a hospital facility.

"Health Care Practitioner" includes doctor, nurse, chiropractor, physiotherapist, optometrist or dentist.

"Professor/Instructor/Technologist" is an individual who has responsibility for the learning environment or authority over a student.

"Lost Time Injury" refers to an injury that results in an employee losing time from work following the day of the injury. Lost time injuries must be medically supported.

"Supervisor" is an individual who has charge over a workplace or authority over a worker.

"Serious Injury" is an injury of serious nature that may not meet the definition or reporting requirements of a critical injury, but that requires emergency medical services and transportation to a medical facility (hospital).

Note: A serious injury includes a critical injury.

"Worker" refers to a person who performs work or supplies services for monetary compensation and also to students (secondary school, college or university) who perform work or supply services for no monetary compensation under a program- approved work experience placement as defined in the OHSA. All employees and students on unpaid placements at Mohawk College are "workers" under the *Occupational Health and Safety Act*.

"WSIB" means Workplace Safety and Insurance Board.

2. Roles and Responsibilities in the Event of an Accident/Incident:

2.1 Supervisors

- Ensure first aid treatment is provided and emergency medical services are initiated as quickly as possible when necessary.
- Immediately contact the Occupational Health and Safety Office and Security Services in the event of a fatality, serious or critical injury.
- Secure the accident scene to prevent it from being disturbed in the event of an accident resulting in a fatality, serious or critical injury (with the exception of actions necessary for life-saving measures or preventing unnecessary damage to other equipment or property) until an investigation has been conducted by Occupational Health and Safety and the Ministry of Labour. Permission to release the accident scene must be received by the Ministry of Labour for critical injuries.
- Contact the Occupational Health and Safety Office within 24 hours if an injured
- employee requires health care or loses time from work because of a work- related injury.

Note: The WSIB requires "Report of Injury" forms to be submitted within 72 hours of notification of an injury. Late reports are subject to WSIB fines that will be charged back to the department.

- Jointly investigate the circumstances of accident/incidents reported with the person involved.
- Complete the College Accident/Incident Report form identifying the corrective measures to be taken to prevent a recurrence of the incident.
- Forward a copy of the completed form to the Occupational Health and

Safety Office within 24 hours of the incident by fax (905.575.2397), in person, via email (OHS@mohawkcollege.ca) or via inter-office mail (F102).

- Consult with the Return to Work Consultant regarding return to work and modified duties for work-related injuries. Maintain regular contact with the Return to Work Consultant throughout the return to work process.
- Maintain regular contact with employees recovering from a work related injury and throughout periods when modified duties are required.
- Assist the Occupational Health and Safety Office by identifying volunteer staff members interested in first aid training.
- Purchase and maintain sufficient first aid kits for the department or area.
- Ensure first aid stations are under the charge of a worker qualified in first aid and readily accessible to staff.
- Post the following near first aid kits:
 - WSIB "In Case of Injury at Work" form (Form 82)
 - Copies of valid first aid certificates
 - Mohawk College's "First Aid" poster listing trained first aid attendants in the area and Emergency Response contact numbers (available from the Occupational Health and Safety Office).

2.2 Professors/Instructors/Technologists

- Ensure first aid treatment is provided and emergency medical services are initiated as quickly as possible when necessary for injuries occurring in the learning environment.
- Immediately contact the Occupational Health and Safety Office and Security Services in the event of a fatality, serious or critical injury.
- Secure the accident scene to prevent it from being disturbed in the event of an accident resulting in a fatality, serious or critical injury (with the exception of actions necessary for life-saving measures or preventing unnecessary damage to other equipment or property) until an investigation has been conducted by Occupational Health and Safety and the Ministry of Labour. Permission to release the accident scene must be received by the Ministry of Labour for critical injuries.
- Jointly investigate the circumstances of accident/incidents reported with the person involved.
- Complete the College Accident/Incident Report form identifying the corrective measures to be taken to prevent a recurrence of the incident.
- Forward a copy of the completed form to the Occupational Health and Safety Office within 24 hours of the incident by fax (905.575.2397), in person, via email (OHS@mohawkcollege.ca) or via inter-office mail.
- All accidents or incidents involving students that occur while on an unpaid work placement must be reported to Occupational Health and Safety within 24 hours.

2.3 Employees

- Seek first aid treatment or more advanced medical attention if necessary for injuries or illnesses sustained at work. Do not hesitate to call Security or 911 for emergency assistance.
- Immediately report accident/incidents or hazardous conditions to your Supervisor and assist with the investigation and completion of the College Accident/Incident Report Form.
- Inform your Supervisor if you seek health care or lose time from work as the result of a workplace accident/incident. Absences resulting from a workplace injury must be medically supported.
- Maintain regular contact with your Supervisor and cooperate with the Return to Work process if time from work is lost or modified duties are required after a work-related injury.

2.4 Students

- Seek first aid treatment or more advanced medical attention if necessary for injuries or illnesses sustained at the college. Do not hesitate to call Security or 911 for emergency assistance.
- Immediately report accidents/incidents or hazardous conditions to your Instructor and assist with the investigation and completion of the College Accident/Incident Report Form.
- All accidents or incidents that occur on an unpaid placement must be immediately reported to your placement employer and to your college placement coordinator.

2.5 Visitors and Contractors

- Seek first aid treatment or more advanced medical attention if necessary for injuries or illnesses sustained at the college. Do not hesitate to call Security or 911 for emergency assistance.
- Immediately report accidents/incidents or hazardous conditions to your Mohawk College site contact person or to Security Services and assist with the investigation and completion of the College Accident/Incident Report Form.

2.6 Occupational Health and Safety Office

- Review Accident/Incident Report forms to determine if further investigation is required and to provide advice regarding preventive measures.
- Immediately notify the Ministry of Labour, Joint Health & Safety Committee, Union Representative and Human Resources Director upon notification of a fatality or critical injury.

- Prepare and submit all forms and reports necessary to comply with the requirements of the *Workplace Safety and Insurance Act and the Occupational Health and Safety Act*.
- Administer workplace accident insurance claims (WSIB or private insurance provider) for students injured while on unpaid work placements in accordance with Mohawk's "Students on Unpaid Placement Program".
- Provide WSIB claim management direction and consultation with respect to return to work in conjunction with the Return to Work Consultant.
- Coordinate first aid training, maintain records and provide advice to departments to facilitate compliance with *Regulation 1101 "First Aid Requirements"*.

2.7 Security Services

- Security Officers and Contract Security must hold a valid Standard First Aid Certificate including CPR and AED training.
- Regularly inspect campus AEDs for proper functioning and accessories.
- Maintain a first aid station in the main Security Office area.
- Provide first aid treatment to injured or ill persons as needed.
- Respond to medical emergency calls and initiate response by Emergency Medical Services when necessary.
- Immediately notify the Occupational Health and Safety Office in the event of a fatality, critical or serious injury.
- Secure the accident scene to prevent it from being disturbed in the event of an accident resulting in a fatality, serious or critical injury (with the exception of actions necessary for life-saving measures or preventing unnecessary damage to other equipment or property) until an investigation has been conducted by Occupational Health and Safety and the Ministry of Labour. Permission to release the accident scene must be received by the Ministry of Labour for critical injuries.
- Investigate reports of accidents/incidents or hazardous conditions occurring in common areas of the college.
- Forward copies of incident reports to the Occupational Health and Safety Office within 24 hours of the incident via email (OHS@mohawkcollege.ca)

2.8 First Aiders

- Provide first aid treatment to injured or ill persons as necessary.
- Initiate response by Emergency Medical Services if required and advise Security Services immediately.
- Assist injured or ill persons with the completion of the college Accident/Incident Report Form.

- Inspect first aid kit supplies at least quarterly and replenish as required. Sign and date the first aid kit inspection card.
- Post the following near first aid kits:
 - WSIB "In Case of Injury at Work" form (Form 82)
 - Copies of valid first aid certificates
 - Mohawk College's "First Aid" poster (available from the Occupational Health and Safety Office) listing trained first aid attendants in the area.

3. ACCIDENT/ INCIDENT RESPONSE PROCEDURE

3.1 Attend to the Injured Person

- Seek a qualified person from the department or local area or contact Security Services to provide first aid treatment for the injured person.
- Initiate EMS response if necessary:
 - Call 911 and clearly identify the location of the injured person and the nature of the emergency.
 - Immediately contact Security Services.

3.2 Non-Emergency Transportation to a Hospital or Health Care Facility

A person requiring follow-up medical attention after suffering a first aid injury should not drive themselves unless the injury is very minor (Examples: minor cuts, abrasions). If their condition is stable, they should go by taxi or be driven by a volunteering individual.

3.3 Notification of Fatality or Serious or Critical Injury

In the event of a fatality or serious or critical injury:

- Secure the accident scene to prevent it from being disturbed (with the exception of actions necessary for life-saving measures or preventing unnecessary damage to other equipment or property) until an investigation has been conducted by Occupational Health and Safety and the Ministry of Labour. Permission to release the accident scene must be received by the Ministry of Labour for critical injuries.
- Immediately notify the following:
 - Security Services
 - Occupational Health and Safety Office
 - Immediate supervisor as appropriate
- Broader notification and communication will be determined on a case-by-case basis depending upon the nature and severity of the injury. Refer to the communication flowchart in Appendix B.

4. ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

4.1 Accident/Incident Report Form

- All accidents/incidents that involve a near miss/hazardous condition, personal injury or that result in damage to property or environment must be reported on the college Accident/Incident Report Form. Exceptions to using this form include response by Security Services, injuries sustained by students or visitors participating in events under the Department of Athletics and Recreation and also to students on unpaid placements with employers other than Mohawk College. In these situations, the Security Services "Case Report", the "Athletics & Facility Accident Report" form or relevant placement employer report form may be used respectively.
- Information provided on submitted forms will be used by the college for the completion of outside agency reporting requirements as necessary.
 - The College Accident/Incident Report form is available electronically on the OHS website at [Accident/Incident Report Form](#)

4.2 Accident/Incident Reporting and Investigation Procedure

- Immediately report all accidents/incidents that involve a near miss/hazardous condition, personal injury or that result in damage to property or environment to your Supervisor, Professor, Instructor, Technologist, Security Services or College contact as appropriate.
- Assist your Supervisor, Professor, Instructor, Technologist, Security Services or College contact with the investigation and completion of the Accident/Incident Report form.
- Forward a copy to the Occupational Health and Safety Office within 24 hours of the incident by fax (905.575.2397), in person, via email (OHS@mohawkcollege.ca) or via inter-office mail to F102.

5. Specific Links

[Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A](#)

[Occupational Health and Safety Act, R.S.O. 1990, c. 0.1](#)

[WSIB "In Case of Injury" Poster \(Form 82\)](#)

[Mohawk Occupational Health & Safety Website](#)

[Students on Unpaid Work Placement Program](#)

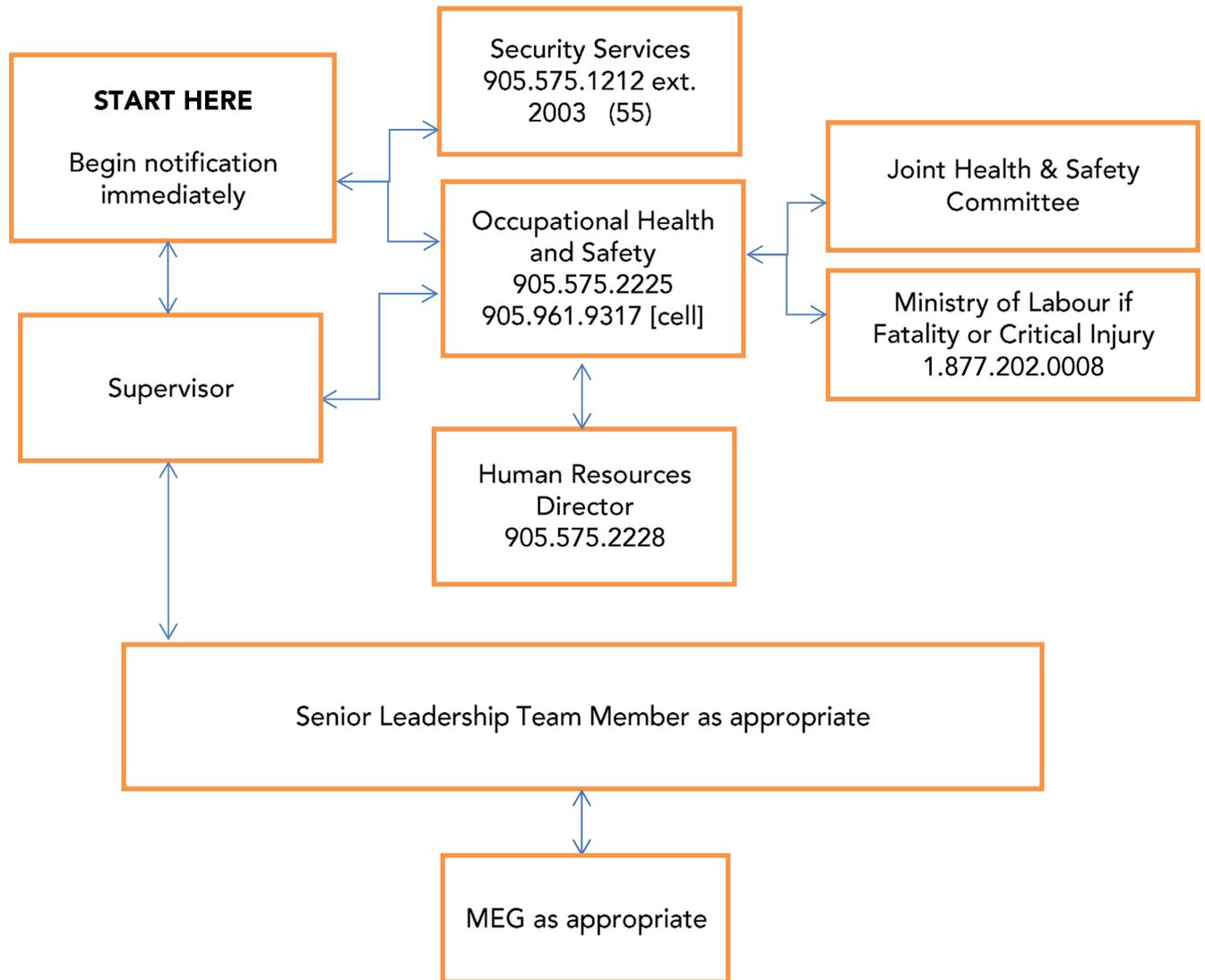
ERP802 "Internal Crisis Communication"

6. Inquiries

Inquiries regarding this policy should be directed to the Occupational Health & Safety Consultant.

APPENDIX B

COMMUNICATION FLOWCHART FOR NOTIFICATION OF FATALITY, SERIOUS OR CRITICAL INJURY



Broader notification and communication will be determined on a case-by-case basis depending upon the nature and severity of the injury.