

**November 2023**

## Injury/Incident Reporting

**If you're injured at work, there are important steps that must be taken.**

### WHEN TO REPORT

#### An injury where only First Aid is required

The worker is to seek First Aid. Once First Aid has been given, the worker is to complete the FIRST AID LOG and an Illness/Injury Report Form (depending on severity) with their manager or supervisor. If no other First Aid is required, then the Form is to be filed with a copy going to the Health and Safety Representative or Joint Health and Safety Committee for review.

#### An injury where Medical Aid is required

The worker is to seek First Aid. Once First Aid has been administered it will be determined whether the worker must seek Medical Aid. If Medical Aid is required immediately, the employer will make arrangements for transportation to a treatment facility. If possible, the manager or supervisor is to complete the Illness/Injury Report Form with the worker. The Illness/Injury Report Form must be completed the day of the injury. A copy of the Form is to be filed with a copy going to the Health and Safety Representative or Joint Health and Safety Committee for review. The Health and Safety Representative or Joint Health and Safety Committee will be notified immediately if the injury or illness requires an investigation, as per the companies Incident Investigation Policy. The employer may use the Illness/Injury Report Form to complete their reporting obligations for the WSIB, MLITSD and Union (if applicable).

Workers, supervisors, and managers have an obligation, under the law (Occupational Health and Safety Act), to report injuries and incidents in the workplace.

**If you have any questions regarding this information, please see your immediate supervisor or manager**

