



Critical Injury Procedures

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Office of Accountability:	Risk Management
Administrative Responsibility:	Director, Risk Management
Approver(s):	Vice-President, Finance & Administration

1. Purpose:

As per the **“Occupational Health & Safety Act – Section 51.(1) Notice of death or injury** – Where a person is killed or critically injured from any cause at a workplace, the constructor, if any and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means...”. In the case of death or critical injury, OCAD University (“OCAD U” or “the University”) is required to immediately report the incident to the Ministry of Labour.

Further, as per **“Section 51.(2) Preservation of wreckage** – Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

- (a) saving life or relieving human suffering;
- (b) maintaining an essential public utility service or a public transportation system; or
- (c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by an inspector.”

2. Scope:

Following the requirements of OCAD U's Health & Safety Policy #5001, these procedures apply to all incidents involving a faculty, staff, contractor, or student monitor while working on campus.

As per the **“Occupational Health & Safety Act ONT. REG. 834 – CRITICAL INJURY – DEFINED R.R.O. 1990, Reg. 834, as am. O. Reg., 351/91 (Fr.)**.

1. For the purposes of the Act and Regulations, ‘**critically injured**’ means an injury of 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.”

3. Policy:

The following procedures **must** be followed carefully:

- Notify Security immediately (x 511) so that the necessary emergency response measures can be taken, and the site secured
- Notify the Director Risk Management (x 292) or via cell (647) 210-9611 so that they can:
 - Immediately notify the Ministry of Labour (MoL) with a brief report.
Note: This is required even if the injury is deemed a “possible” critical injury
 - Attend the scene to begin investigations
 - Notify a Joint Health & Safety Committee worker representative to assist with the investigation
- The scene is to be photographed if at all possible
- **Important – Never move anything** at a critical injury site until the MoL Inspector has arrived, except to alleviate human suffering or to preserve property from further damage.

FAILURE TO OBSERVE ALL OF THESE STRICT REQUIREMENTS MAY RESULT IN PROSECUTION BY THE MINISTRY OF LABOUR