

MEMORANDUM

TO: ALL MANAGERS **DATE:** February 26, 1996
FROM: G. PACITTI
Director, Health & Safety
RE: RECORDING ACCIDENTS/INCIDENTS AND FIRST AID TREATMENT

cc: All Directors
JHSC members

At the request of the JHSC, I have developed a new form for reporting Accidents/ Incidents as well as any First Aid Treatment rendered.

The definition of an **Accident** is fairly clear as it normally results in someone sustaining an injury, although the injury may be very slight.

In the case of an **Incident**, the definition is not so clear. We define an incident as an occurrence in which, although no injuries were sustained, the occurrence had the potential to result in an injury or exposes a serious safety hazard that could result in an injury.

For example, the OSHA requires that all collapses and explosions be reported to the Department of Labour regardless of whether they resulted in injury. This is because in such incidents, a serious safety hazard obviously existed, it perhaps was just good luck that no-one was injured.

To run a successful Health and Safety Policy, it is important that we not only internally report all **accidents** so that we can investigate and report to the Department of Labour when required, but it is also important that we internally report all **incidents** so that we can investigate the particulars surrounding the incident and take appropriate action to prevent a recurrence.

The attached Accident/Incident Form, H.S. 7.1-1, should be completed and issued under the following circumstances:

- 1) When an accident occurs that results in injury to an employee that requires medical aid or time off work.

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- 2) When an accident occurs that results in minor injury to an employee that requires first aid treatment only with no lost time.
- 3) When an incident occurs that did not result in injury but had the potential to have caused serious injury or exposes a serious hazardous condition.

Form H.S. 7.1-1 shall be completed by the employee's supervisor or manager and shall be copied to the worker and management branch safety representatives, the Director for Health and Safety and the Administration Department.

If First Aid Treatment is rendered, this shall be recorded on the attached First Aid Treatment Report, Form H.S. 7.1-2.

A First Aid Treatment Register shall be kept at each First Aid Treatment Station. The Accident/Incident Reports, Form H.S. 7.1-1, shall be filed at each office location.

In the case of injuries that require Medical Aid or Lost Time, a WCB Form 7 will still have to be completed in the normal manner and submitted to WCB by the Administration Department.

In the case of more serious accidents/incidents, further investigation and reporting may have to be carried out. Subsequent reports, memos etc. will always reference the initial Accident/Incident Report No. In such cases, a separate accident/incident file will be maintained.

ACCIDENT/INCIDENT AND FIRST AID TREATMENT REPORT

REPORT No. _____
DATE _____

PATIENT'S NAME:

DATE/TIME OF ACCIDENT/INCIDENT:

DESCRIPTION OF ACCIDENT/INCIDENT:

WITNESSES' NAMES:

DESCRIPTION OF INJURY(IES):

DESCRIPTION OF TREATMENT:

TRANSPORTATION:

TIME:

MEANS:

NAME OF HOSPITAL/CLINIC/OTHER:

REMARKS:

PATIENT'S SIGNATURE:

ATTENDANT'S NAME:

ATTENDANT'S SIGNATURE:

cc: Director of Health & Safety
JHSC Worker Rep
JHSC Management Rep
Administration

(Use Other Side of Sheet If Necessary)

FIRST AID TREATMENT REGISTER

BRANCH/OFFICE: _____

DATE	TIME	PATIENT'S NAME	ATTENDANT'S NAME	FIRST AID REPORT No.