



Incident/Accident Reporting and Investigation Procedure

EFFECTIVE DATE: SEPTEMBER 2023

REVIEW DATE: SEPTEMBER 2023

SPONSOR: Director, Safety, Security & Campus Operations (SS&CO)

CONTACT: Director, Safety, Security & Campus Operations

PREVIOUS VERSIONS:

1. Purpose

This procedure outlines the defined process for OCAD U community members, including students, faculty, staff, visitors, and contractors to report an incident, accident, and near-miss that occurs on the OCAD University campus. The goal of the investigation process is to establish how and why an incident occurred so that corrective actions may be taken to prevent a recurrence of a similar or more serious event in the future.

2. Scope

This procedure has been developed for and is applicable to all OCAD University faculty, staff, students, visitors, and contractors.

3. Definitions

3.1. *Critical Injury* – is defined by *Ontario Regulation 834* under the OHSA (Occupational Health and Safety Act) is:

“An injury of a 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.”

3.2. *First Aid Injury* – the one-time treatment or care and any follow-up visit (s) for observation purposes only. First aid includes cleaning minor cuts, treating a minor burn, applying bandages and/or dressings, applying a cold pack, or applying a splint.

3.3. *Health Care (medical aid) Injury* – work-related injury requiring the professional services of a health care practitioner (e.g., doctor, chiropractor, physiotherapist) with no lost time from work beyond the day of injury.

3.4. *Incident* – an event that occurs involving an employee, student, visitor, or contractor that results in or could result in injury or financial loss or damage to university property.

3.5. *Lost Time Injury* – work-related injury causing a loss of time from work beyond the day

of the injury; must be treated by a health care practitioner (e.g., doctor, chiropractor, physiotherapist).

- 3.6. *Near-miss Incident* – an occurrence that does not result in injury/illness or property damage, but which, under slightly different circumstances, could have resulted in harm to people, damage to property or loss to process.
- 3.7. *Occupational Illness* – defined as under the OHSA as “a condition that results from exposure in a 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 and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.”
- 3.8. *Property Damage* – an incident that results in damage to university property or the property of an employee, student, visitor, or contractor while that property is on OCAD University property.
- 3.9. *Nature of Injury or Illness* – a brief description of the type of injury or occupational illness sustained. Examples: cut, burn, contusion, sprain, fracture. Specify the body part and which side of the body, left or right, has been injured.

4. Roles and Responsibilities

4.1. Employees

- 4.1.1. Employees must report all incidents to their manager/direct supervisor.
- 4.1.2. If the Manager is not present, report to SS&CO or Security.
- 4.1.3. An Incident Report and Investigation Form must be completed and signed by the employee involved and the manager/supervisor of the employee.
- 4.1.4. If an employee witnesses an incident, Security must be informed immediately on the campus emergency line (ext. 511) if an emergency or on the non-emergency line (ext. 366) for other non-emergency incidents.

4.2. Managers

- 4.2.1. When an employee reports an injury to their Manager, the Manager must investigate the incident immediately and complete the Incident & Investigation Report Form.
- 4.2.2. Managers must ensure their employees are informed and trained in reporting an incident.
- 4.2.3. This must be sent to the EHS (Environmental Health & Safety) Department within 24 hours by email at ehs@ocadu.ca.
- 4.2.4. Studio Management is responsible for completing the Incident & Investigation Report Form for studio incidents/injury reports forwarded to them by the EHS Department.
- 4.2.5. If the injury is a Health Care/Medical Aid or Lost Time, the Manager must immediately contact the EHS Department.
- 4.2.6. If the injury is a Critical Injury, a Fatality or if Emergency Medical Services (EMS) is required, a call to the campus emergency line (ext. 511) must be made immediately.
- 4.2.7. If there is a critical injury or fatality, the scene of the injury must be preserved,

- and Security will begin the Critical Injury Procedure.
- 4.2.8. If there is a critical injury or fatality, immediately notify the Director of Safety, Security & Campus Operations.
 - 4.2.9. If an employee reports damage to property, the Manager must direct the employee to Security to complete an Incident & Investigation Report Form.
 - 4.2.10. Managers are responsible for ensuring that their employees attend all required health and safety training sessions and work in collaboration with the Safety, Security and Campus Operations Department to determine what training is required for each employee.

4.3. Member of Faculty/Studio Technicians

- 4.3.1. When a student is injured while in class, an assessment of the incident is required to determine the appropriate response.
- 4.3.2. If the injury requires first aid, provide first aid treatment as appropriate, or call Campus Security at ext. 511.
- 4.3.3. If immediate medical aid is required, the faculty member, or studio technician must call the campus emergency line at ext. 511. As the person in charge, the faculty member/studio technician must investigate the incident, complete the Incident & Investigation Report Form, and submit it to their Chair/Manager and to the EHS Department within 24 hours.

4.4. Students, Visitors, Contractors

- 4.4.1. Students are to report all incidents to their professor, instructor, or studio technician.
- 4.4.2. Students can report the incident to Security by using an Emergency Phone/Button or calling Security at ext. 511.
- 4.4.3. Visitors are to report all incidents to their OCAD U contact and/or to Security at ext. 511.
- 4.4.4. Contractors are to report all incidents to their OCAD U contact.
- 4.4.5. Visitors are to report all incidents to their OCAD U contact, if applicable. If there is no OCAD U contact, visitors shall report all incidents to Security at ext. 511.

4.5. Security Services

- 4.5.1. When an incident is reported to Security, the Security Service member must attend and assess the scene (if appropriate) and provide the appropriate response.
- 4.5.2. If an injury is involved, ensure the individual receives the required care.
- 4.5.3. For all incidents, security will complete an incident report in iTrak.
- 4.5.4. If EMS is required, Security will radio Dispatch to call for an ambulance.
- 4.5.5. If a Critical Injury occurs, Security will secure the scene and have Dispatch start the Critical Injury Procedure. An immediate call to a member of Safety, Security & Campus Operations is required.

4.6. Safety, Security and Campus Operations (SS&CO)

- 4.6.1. The Environment Health and Safety Department (EHS) will review all incident reports and document all injury related incidents received. If an incident requires further investigation, EHS will complete the investigation in a timely manner, depending on the circumstances, this could be immediate or no later than 1 week.
- 4.6.2. If the incident/injury occurs in any studio, the EHS department will forward the

received Security report to Studio Management who will be responsible for completing the Incident & Investigation Report Form.

- 4.6.3. EHS will communicate all incidents including lost time injuries to the Joint Health and Safety Committees (JHSC).
- 4.6.4. If a Critical Injury or Fatality is involved, the Director, SS&CO or designate will communicate with the Ministry of Labour, Training and Skills Development (MLTSD) and ensure that Security has started the Critical Injury Procedure.
- 4.6.5. The Worker Representative of the JHSC will be notified by the Director, SS&CO or designate of the occurrence of a Critical Injury to assist in the investigation process.
- 4.6.6. The Director, SS&CO or designate will complete the written report of Critical Injury or Fatality to the MLTSD within 48 hours.
- 4.6.7. The EHS Department will maintain a log of all incident reports. This log will be shared monthly with the JHSC.
- 4.6.8. At the discretion of the EHS Department or designate, follow up with individuals who are injured on campus will be done within one week. Follow up will not be made for first aid or minor medical injuries unless deemed appropriate by the EHS Department or designate.

4.7. Joint Health and Safety Committee (JHSC)

- 4.7.1. The JHSC is provided with a breakdown of all incident reports at the monthly JHSC meeting.
- 4.7.2. The JHSC can provide further feedback on the investigation and make recommendations for corrective action.
- 4.7.3. When an incident occurs that involves a Critical Injury or Fatality, the worker representative member of the JHSC will be called, as part of the Critical Injury Procedure, to assist with the investigation.

5. Reporting and Investigation Procedure

5.1. Reporting of Incidents

- 5.1.1. All incidents must be reported. An [Incident Investigation and Report Form](#) – must be completed whenever an incident occurs.
- 5.1.2. Sections 1 to 4 of the Form should be completed with the affected party present, whenever possible. For incidents involving injury, the initial investigation into the injury and the Form shall be completed by the Manager (for employees), or staff member in charge for incidents involving students (i.e., faculty or studio technician) if the student is in class at time of incident.
- 5.1.3. Injuries sustained in shared areas (corridors, stairwells) will be investigated by Security and the EHS Department.
- 5.1.4. First Aid injuries must be reported in writing on the Form.
- 5.1.5. Health Care (Medical aid) Injuries, Critical or Fatal Injuries, fires, or environmental releases require immediate response and shall be communicated to Security immediately on the campus emergency line at ext. 511.
- 5.1.6. Security must follow appropriate protocols once notified of an incident including the Critical Injury Procedure, Fire Response Procedure, or the Chemical Spill/Odor Procedure.
- 5.1.7. If notified of a Lost Time Injury or Critical Injury after the fact, a Form must be completed forthwith and sent to the EHS Department. This must be

communicated by way of email or telephone call immediately so that appropriate Ministry of Labour, Training and Skills Development (MLTSD) deadlines can be met.

- 5.1.8. All Forms must be signed by the Department Manager/Chair and sent to the EHS Department within 24 hours of the incident.
- 5.1.9. Upon receipt or notification of an incident, the EHS Department shall review the completed Form and determine whether additional investigation is required.
- 5.1.10. All incidents reported to Security are recorded in iTrak and are maintained by Security. In addition, all injury related incidents are also recorded in the Incident Report Log maintained by the EHS Department.
- 5.1.11. The EHS department forwards the incident report created by Security to the appropriate department manager, if example if the incident occurred in a studio the report would be forwarded to Studio Management.
- 5.1.12. The incidents that occurred are shared with JHSC at the monthly meeting by the EHS Department with names withheld from being shared.
- 5.1.13. Refer to Appendix 2 for a breakdown of the process of reporting incidents/accidents that occur on OCAD U property.

6. Administration of this Procedure

- 6.1. The Director, Safety, Security & Campus Operations is responsible for the review and implementation of this procedure.
- 6.2. This procedure will be reviewed at least once every 3 years.
- 6.3. The Director, Safety, Security & Campus Operations may delegate any of their duties or powers under this procedure to an appropriate designate.
- 6.4. A copy of this procedure as approved and amended is posted on the University's website.

Appendix 2 – Flowchart for Process of Incident/Accident Reporting

