



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Critical Injury/ Fatality Reporting	814
Directional Policy	
Healthy Schools and Workplaces - 800	

Title of Administrative Procedure:

Critical Injury/ Fatality Reporting

Date Approved:

October 15, 2024

Projected Review Date:

2029

Directional Policy Alignment:

Healthy Schools and Workplaces

Alignment with Multi-Year Strategic Plan:

The Critical Injury/ Fatality Reporting Administrative Procedure supports the Multi-Year Strategic Plan and Vision by strengthening our culture of well-being. This Administrative Procedure aligns with the Board's Pillars of Being Well and Being Community, and in particular our Priorities of Valuing Relationships and Nurturing Mental Health and Well-being by communicating requirements and expectations with respect to ensuring timely and accurate response to, as well as reporting of, critical injuries and fatalities to

the Ministry of Labour, Immigration, Training, and Skills Development (MOLITSD), Joint Health and Safety Committee, Unions, and other parties as applicable/ required under Occupational Health and Safety legislation.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

This Critical Injury/ Fatality Reporting Administrative Procedure applies in the event of a critical injury or fatality involving any person while on Board premises or Board business including but not limited to Board employees, contractors, sub-contractors, students, parents, volunteers, visitors and guests.

A Critical Injury 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 (for clarity, fracture of a wrist, hand, ankle, foot or more than one finger or toe would be included);
- e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe (for clarity, more than one finger or toe would be included);
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

Responding to a Critical Injury/ Fatality:

- Assess the scene for your own safety and render immediate assistance to the injured party, summoning medical assistance where necessary.
- Secure the scene to prevent secondary accidents from occurring. Lockout any equipment to prevent further injury. (See [AP815 - Safe Work Procedure: Lock-out/Tag-out of Energy Sources](#))
- The Principal/Supervisor/Manager will determine if the injury meets the definition of a critical injury/ fatality by using the criteria stated in the definition provided in this document.

- Preserve the scene. Where a person is killed or critically injured, the Occupational Health and Safety Act stipulates that no person shall 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 the Ministry of Labour, Immigration, Training and Skills Development (MOLITSD) Inspector, except for the purpose of:
 - a. saving a 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.
- Where wreckage is present, and it is necessary for the reasons outlined above to disturb the accident scene, record details of the original scene through notes, sketches and/or photographs, where feasible.
- Immediately notify the following by telephone or other direct means:
 - Where applicable, Emergency Services (eg. 911)
 - Principal/Supervisor/Manager responsible for the worker
 - Health and Safety Officer (or Human Resource Services designate) at 705-748-4861 ext 1290 or 705-761-0148 (cell)

NOTE: The Health and Safety Officer will be the primary contact, and will immediately notify the following noted parties. If the Health and Safety Officer or designate cannot be reached, a Principal, Supervisor or Manager would immediately contact the following:

- Joint Health and Safety Committee (Worker Co-Chair and Certified Representative for applicable union)
 - applicable Union President for the injured employee (if applicable)
 - MOLITSD call centre 1-877-202-0008
- Where a Critical or Fatal injury is identified, the Health and Safety Officer or designate will forward a written report of the critical injury/ fatality occurrence to the Ministry of Labour, Immigration, Training and Skills Development within 48 hours as required by the Occupational Health and Safety Act and associated Regulations. Content of the report will include the information required by Ontario Regulation 420/21 as amended.

- Where an employee is critically or fatally injured the Principal/ Supervisor/ Manager will ensure the appropriate Employee Incident Injury Report (HR5) is completed within 24 hours. The Supervisor Investigation portion of the report shall be completed, including investigation details, contributing factors, root causes, and identifying corrective action(s) taken.
- For students/ visitors, the Principal/ Supervisor/ Manager will ensure the student emergency contact is contacted (where applicable) and the Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form (where applicable) is completed. Where necessary, in circumstances where the injured person is admitted to the hospital or fatally injured, the facility will ensure that OSBIE Claims Department is immediately notified by telephone at 1-800-668-6724.

Additional Reporting Obligations:

- Elevating Devices- [Ontario Regulation 209/01, Section 36](#) identifies additional reporting requirements should an incident involve an elevating device. Please refer directly to the regulation.
- Serious Electrical Incident- The [Ontario Electrical Code Rule 2-007](#) requires that any serious electrical incident be reported within 48 hours after the occurrence. It also requires that the scene be held until permission to release the scene is given by an inspector. The phone number to report these incidents is 1-877-ESA-SAFE or 1-877-372-7233.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Critical Injury/ Fatality Reporting Administrative Procedure as part of its regular policy and procedures review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring Principals are consistent with the application of this Administrative Procedure.
- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.

Principals and Vice-Principals are responsible for:

- Ensuring staff whom they supervise are aware of the requirements under this Administrative Procedure.
- Completing necessary notifications in the event the Health and Safety Officer or designate cannot be reached.
- Contacting the emergency contact for a student or staff member (where necessary), to notify them of the injury.
- Ensuring the applicable Employee Incident (HR5) or OSBIE report for the incident is filed in a timely manner.
- Ensuring the timely completion of the supervisor investigation portion of the Employee Incident HR5 report, including investigation details, contributing factors, root causes, and identification of corrective action(s) taken.

Health and Safety Officer or designate is responsible for:

- Ensuring notifications required by this Administrative Procedure occur, as per legislated requirements, in a timely manner.
- Ensuring reports required by this Administrative Procedure occur, as per legislated requirements, in a timely manner.
- Providing support to Principals, Vice-Principals, Managers, Supervisors and the Multi-Site Joint Health and Safety Committee in accident investigations and identification of corrective actions.
- Attending the investigation of a critical injury/fatality with the Multi-Site Joint Health and Safety Committee representative.

Multi-Site Joint Health and Safety Committee is responsible for:

- Conducting an investigation of Critical Injuries and Fatalities as per the requirements outlined in the current Multi-Site Joint Health and Safety Committee Terms of Reference.

Staff are responsible for:

- Reporting injuries and incidents , within 12 hours of occurrence, through the designated incident reporting software.
- Maintaining an awareness of this Administrative Procedure.

- Preserving the scene of the incident where required by this Administrative Procedure.

Progress Indicators:

- Critical injuries and fatalities will be reported promptly and accurately as applicable/ required under Occupational Health and Safety legislation.

Definitions:

A Critical Injury 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 (for clarity, fracture of a wrist, hand, ankle, foot or more than one finger or toe would be included);
- e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe (for clarity, more than one finger or toe would be included);
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

A critical injury must be reported where the fatality or critical injury occurred where a worker was working or might reasonably be expected to work and there is a reasonable connection between the hazard that led to the death or critical injury and worker health and safety.

References:

- [Occupational Health and Safety Act](#)
- [Industrial Establishment Regulation](#)
- [Ontario Regulation 420/21](#) - Notices and Reports Under Sections 51 to 53.1 of the Act – Fatalities, Critical Injuries, Occupational Illnesses and Other Incidents
- Ontario Electrical Safety Code
- [Elevating Devices Regulation - Ontario Regulation 209/01](#)
- PVNCCDSB Multi-Site Joint Health and Safety Committee Terms of Reference
- [PVNC Catholic District School Board Vision, Mission and Strategic Priorities](#)