

## SERIOUS ACCIDENTS/INCIDENTS

In the event of a serious accident, the employee's direct supervisor and the Divisions Safety Officer must be contacted immediately. The Safety Officer will report the accident to Workplace Health & Safety Division, Department of Labour, as required by law. Serious accidents / incidents can be defined as follows:

***A serious accident / incident is defined as one:***

- ❑ in which a worker is killed;
- ❑ in which a worker suffers
  - an injury resulting from electrical contact,
  - unconsciousness as the result of a concussion,
  - a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,
  - amputation of an arm, leg, hand, foot, finger or toe,
  - third degree burns,
  - permanent or temporary loss of sight,
  - **a cut or laceration that requires medical treatment at a hospital,**
  - asphyxiation or poisoning; or
- ❑ that involves
  - the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
  - an explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance, or
  - the failure of a supplied air respirator.

***Notice of a serious injury: When reporting an incident, the following information must be provided:***

- ❑ the name and address of each person involved in the incident;
- ❑ the name and address of the employer, or any other employers involved;
- ❑ the name and address of each person who witnessed the incident;
- ❑ the date, time and location of the incident;
- ❑ the apparent cause of the incident and the circumstances that gave rise to it.

**Note: No equipment or materials involved in a serious incident may be moved, unless it is necessary to release an injured person or to avoid creating additional hazards. The site must be secured until the school division's Safety Officer and WS&H Inspector arrive to investigate the accident.**