

# CRITICAL INJURY RESPONSE POLICY

## INTENT

The purpose of this policy is outline procedures for responding to and investigating a critical injury sustained in the workplace.

## DEFINITIONS

A Critical Injury is defined as an injury that:

- Places life in jeopardy;
- Involves unconsciousness;
- Results in substantial loss of blood;
- Results in a fracture of leg or arm, but **not a finger or toe**; (note: the fracture of more than one finger or more than one toes does constitute a critical injury if it is an injury of a serious nature);
- Results in an amputation of leg or arm, but **not a finger or toe**; (note: the amputation of more than one finger or more than one toe does constitute a critical injury if it is an injury of a serious nature. Involves burns to a major portion of the body; or
- Results in the loss of sight in an eye.

*If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the critical injury definition, treat the accident as a critical injury. Refer to the OHS website: [https://www.labour.gov.on.ca/english/hs/critical\\_injury.php](https://www.labour.gov.on.ca/english/hs/critical_injury.php)*

## GUIDELINES

1. When notified of a Critical Injury the Bishop or his/her delegate shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Ministry of Labour (M.O.L.) inspector.
2. The Bishop (or delegate) with the Health and Safety Representative will conduct a joint investigation of the accident once the injured person is removed from the scene and it is safe to enter the accident area. Follow Eastern Synod office procedures for conducting an accident investigation.
3. The Bishop (or delegate) will call to report the critical injury to the appropriate board (M.O.L in Ontario 1-877-202-0008). Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker as well as the time of the accident. An officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.
4. If the basic/root causes of the accident and corrective actions are identified, review these once the M.O.L. officer calls you back. Have the Health and Safety

Representative present to talk with the M.O.L. officer to confirm what has taken place. Often the M.O.L. officer will release the scene if the safety committee member confirms that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.

5. If the M.O.L. officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must then remain secured until the officer has completed their investigation. Continue to follow-up to ensure the accident scene remains secured and nothing is moved. Arrange to have copies of all relevant documentation such as training records, maintenance records, work procedures, etc. available for the M.O.L. officer when they arrive.

Complete and FAX to the M.O.L. officer's attention a letter (Critical Injury Report) notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.

Approved by Synod Council – April 2017