

WORKPLACE INJURY/ILLNESS PROTOCOL

The following sequence of events should occur after a worker has an accident:

- 1) The *worker* shall report the accident to *worksite supervisor* immediately.

Call 911 should medical attention* be required or request assistance in seeking medical treatment.

*** A WSIB FORM 8 should be completed and forwarded to WSIB by the physician who examines the injured worker. Page 3 of WSIB Form 8 identifies limitations and should be submitted to the employer (Benefits Department) immediately.**

- 2) The *worksite supervisor* must complete an *Accident Investigation Report* and submit such to the *employer* (Benefits Department) where a *WSIB FORM 7* will be generated.
 - 3) The *employer* shall complete and submit a *WSIB FORM 7* within *72 hours* of notification of the accident.
 - 4) The *employer* shall provide the *worker* with a copy of *WSIB FORM 7*.
 - 5) The *worker* shall complete a *WSIB FORM 6* once a copy of the *WSIB FORM 7* has been received from the *employer*. This should be done with the guidance of TSU.
 - 6a) Should the accident be the result of any previously unidentified *hazard*, the *worker* and/or the *worksite supervisor*, where the *worker* is unavailable, shall fill out a *Health and Safety Workplace Hazard Report*.
 - i) The *worksite supervisor* receives the original copy.
 - ii) The *worker* receives a copy.
 - iii) A copy is placed in the worksite's *Health and Safety Binder*.
 - iv) The *worker* shall forward a copy to *TSU*.
 - 6b) Should the accident be the result of *workplace violence** (as defined by the Occupational Health and Safety Act):
 - i) The *worker* shall fill out a *Health and Safety Workplace Hazard Report* ensuring that a copy goes to:
 - The *worksite supervisor* (original).
 - The *worker*.
 - The worksite's *Health and Safety Binder*.
 - *TSU*.
 - ii) The *worker* shall request a *risk assessment* in order to develop a *safety plan*.
 - iii) The *employer* shall complete a *Violent Incident Report* to be submitted to the Ministry of Education.
- * Workplace violence committed by students also requires the worker to fill out a Safe Schools Incident Report and to contact the police should there be reason to believe that a criminal act has occurred.**
- i) *The worker should receive feedback from the employer within 48 hours.*
 - ii) *The worker should request a formal risk assessment in order to develop a safety plan.*
 - iii) *The employer must complete a Violent Incident Report to be submitted to the Ministry of Education.*