

University Health Network Policy & Procedure Manual

UHN Safety Services: Reporting a Critical Injury or Fatality

Policy

University Health Network (UHN) will respond in a prompt and compassionate manner in the event of a [critical injury](#) or [fatality](#) of an employee in the workplace. Such response must ensure the dignity and privacy of the injured/deceased employee, as well as remain compliant with the applicable laws.

At the same time, UHN recognizes that it must ensure the continued safety of employees and cause as little interruption to patient care as possible under the circumstance.

A [Critical Injury or Fatality Checklist](#) and [Employee Incident Report](#) (form 3004) must be completed, including the time of the accident and the names of any witnesses to the event.

Responsibilities

In the case of a critical injury, supervisors must ensure that the injured party receives treatment, that the accident scene is secured (with possible assistance from Security), participate in investigations, cooperate with Ministry of Labour, Training & Skills Development (MLTSD) inspectors and police (if applicable), and implement corrective actions as required.

Employees who witness the accident are expected to provide information to the MLTSD and police, as well as participate in investigations.

The Joint Health and Safety Committee (JHSC) designated worker member, preferably a certified member, will provide information as required and participate in investigations. The JHSC worker member may also choose to inspect the accident scene, machine, device and/or other related materials, and provide a copy of the inspection to the MLTSD director and the Committee.

A designated management member, preferably a certified member, will also be allowed to participate in the investigation.

UHN Safety Services (USS) will coordinate the investigation with internal personnel and outside agencies, communicate the results of all investigations, keep appropriate

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Policy Number	6.60.002	Original Date	08/02
Section	Reporting	Revision Dates	02/08; 07/09; 09/12; 10/13; 10/14; 01/15; 08/19; 03/22
Issued By	UHN Safety Services	Review Dates	01/16; 12/16; 01/18
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records and ensure that required and agreed upon recommended corrective actions are implemented.

In the case of a critical injury or fatality, other actions or requirements may be necessary to fulfill in accordance with the following policies, where applicable:

- [Incident Reporting & Review](#) policy 3.20.005
- [Accident/Incident Reporting & Investigation](#) policy 6.60.001
- [Violence & Domestic Violence in the Workplace](#) policy 6.30.004
- [Release of Information/Specimens/Items to Police](#) policy 1.40.011

Note: The employee assistance program will be made available.

Workplace Fatality

Under the Coroners Act of Ontario, a coroner must be notified if anyone has reason to believe that a person has died from misconduct, misadventure, during pregnancy or following pregnancy in circumstances that might reasonably be attributable thereto; from disease or sickness for which he or she was not treated by a legally qualified medical practitioner; from any cause other than disease; or suddenly and unexpectedly, or under such circumstances as may require investigation.

The police are to be notified when there is reason to believe that the fatality is the result of violence, misconduct, misadventure, negligence, malpractice, and unfair means or under such circumstances as may require investigation. The police in turn will notify a coroner.

Definition

Critical injury: An injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand or foot but not a finger or toe
- consists of burns to a major portion of the body
- causes the loss of sight in an eye (O. Reg. 420/21)

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Procedures

Critical Injury

1. Ensure that the injured party receives medical attention.
2. Do not disturb the accident scene.

Note: Call [Security](#) to secure the scene, if warranted.

Note: The scene can only be disturbed for the purpose of saving a life or relieving human suffering, maintaining an essential public utility service or public transportation system and preventing unnecessary damage to equipment or other property.

3. Upon discovery of a [critical injury](#), immediately notify the department manager/delegate during business hours, or the administrator-on-site (AOS) after hours.
4. **Department manager or supervisor:** Contact USS (24/7 pager: 416-790-6066).
5. **UHN Safety Services personnel:**
 - Contact, or assist the manager/delegate or AOS (after hours) in contacting, the:
 - a. site administrator-on-call (AOC)
 - b. Health Services on-call
 - c. worker co-chair of the JHSC, or another Committee member (preferably a certified worker member) if the worker co-chair is not available
 - d. management co-chair
 - e. union representative, if applicable
 - f. MLTSD
 - g. Electrical Safety Authority, if the critical injury involves electrical contact
6. The UHN Safety Services personnel or delegate worker member and management member of the JHSC accompanies the MLTSD inspector at the site to the accident.
7. The MLTSD:
 - Conducts its investigation, which may include interviews of supervisors, co-workers and witnesses.
 - Releases the scene once it and possibly the police have conducted their investigation.

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8. UHN Safety Services personnel:

- Organize and conduct an internal investigation with a worker member of the JHSC, witnesses, and supervisor/delegates.
- Provide a written report to the MLTSD within 48 hours of the event and send copies to the:
 - a. manager of the injured worker
 - b. site JHSC
 - c. Workplace Safety and Insurance Board (WSIB) coordinator
 - d. union representative of the injured worker
 - e. site vice-president
 - f. executive vice-president, People, Culture & Community
 - g. director, UHN Safety Services
 - h. other site UHN Safety Services managers
- Fill out the [Critical Injury or Fatality Checklist](#) to ensure all duties are completed.

Fatality

1. The site AOC or AOS (after hours):
 - Contacts the Chief Coroner's Office and reports the fatality.
 - Contacts the Toronto Police Service and reports the fatality.
2. In the event of a workplace fatality, the person witnessing or discovering the death immediately contacts the site AOC (or AOS after hours), the director of UHN Safety Services or designate (pager: 416-790-6066) and UHN Security Operations.
3. UHN Security Operations:
 - Immediately secures the integrity of the accident scene by ensuring that:
 - a. No one interferes with or alters the body or its condition in any way until the coroner so directs by a warrant.
 - b. No one disturbs, interferes with, destroys, alters, or carries away any material or wreckage at the scene of the accident except:
 - i. where it is necessary to save a life or prevent further injuries
 - ii. to maintain a vital hospital service or
 - iii. to prevent unnecessary damage to equipment or property

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- Endeavours to provide and maintain the dignity of the deceased.
4. The director of UHN Safety Services or designate:
 - Immediately contacts the MLTSD Contact Centre.
 - Contacts the Electrical Safety Authority if the fatality involves electrical contact.
 - Contacts the worker co-chair of the JHSC or other committee member (preferably a certified worker member) if the worker co-chair is not available.
 - Contacts the union representative, if applicable
 - Management co-chair of the JHSC or other management member, preferably a certified management member, if the management co-chair is not available.
 - Organizes and conducts an internal investigation with a worker member of the JHSC, witnesses, department manager/delegate and other resources as required.
 - Provides a written report to the MLTSD within 48 hours of the event and sends copies to the:
 - a. site JHSC
 - b. chief executive officer
 - c. executive vice-president, People, Culture & Community
 - d. legal counsel (Legal Affairs)
 - e. manager of the injured worker
 - f. site JHSC
 - g. Workplace Safety and Insurance Board (WSIB) coordinator
 - h. union representative of the injured worker
 - i. site vice-president
 - j. director, UHN Safety Services
 - k. other site UHN Safety Services managers
 5. The director of UHN Safety Services or delegate completes the [Critical Injury or Fatality Checklist](#) to ensure all duties are completed.

References

1. Occupational Health & Safety Act section 9(31).
2. Ontario Electrical Safety Code (O. Reg. 10/02), rule 2-007.

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3. Ontario Regulation 420/21, Notices and reports under sections 51 to 53.1 of the act - fatalities, critical injuries, occupational illnesses and other incidents.

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