

## Critical Injury Procedure

This procedure must be followed should a **fatality or critical injury** occur to an employee, co-op student, volunteer, contractor or guest.

### Critical Injury Definition

Per the Occupational Health & Safety Act Regulation 834, critically injured means an injury of a serious nature that places life in jeopardy:

1. Produces unconsciousness
2. Results in substantial loss of blood
3. Involves the fracture of a leg or arm but not a finger or toe\*
4. Involves the amputation of a leg, arm, hand or foot but not a finger or toe\*
5. Consists of burns to a major portion of the body
6. Causes the loss of sight in one or both eyes
7. Other significant losses that require immediate medical attention in a hospital or by a qualified medical practitioner.

(\*two or more fingers or toes is considered a critical injury)

### Critical Response Team

Critical Response Team includes employees trained to deal with critical injuries and act as point person. If a critical injury occurs one of the team members will be the point person:

Monday to Friday (Daytime Hours)	Neil Parle or Marian Lynch
Evenings, Weekends	Manager on Duty

Name	Position	Ext.	Cell	Radio
Neil Parle	HR Generalist	250		✓
Marian Lynch	Senior Manager, Human Resources	512		
Joe Tavares	Senior Manager, Physical Assets & Security	235	289-439-5593	✓
Tys Theysmeyer	Head of Natural Lands	251	905-869-7415	✓
Jason van Veen	Manager, Customer Programs	342	905-869-4014	✓
Sherril Earl	Manager, Facility Services/Security	533	519-801-9973	✓
Laura House	Manager, Visitor Experience	521	905-869-5323	✓
Adrienne Lister	Events Coordinator	513		✓
Jennifer Dick	Interpretation Officer	246		✓
Kiosk Supervisor		282		✓
Security	Mon – Fri 3:30PM–12:00AM; Weekends 7:00AM–3:30PM	240	905-730-2983	✓

### Critical Response Point Person

- Call 911 for medical attention
- Preserve the scene\* of a critical injury accident until the Ministry of Labour inspector advises otherwise.
- Immediately notify:
  - Ministry of Labour Health & Safety Contact Centre Toll-free: 1-877-202-0008
    - **Only HR (Neil Parle or Marian Lynch) or weekend manager should contact the ministry**
  - JHSC Worker Rep. (during the day by Radio. For Weekends/Evenings - call 289-253-4324)
- Participate with all authorities including EMS, Police, Ministry of Labour and WSIB.
- Police will arrive for all 911 calls. They may also report the injury to the Ministry of Labour.
- If possible, take notes, photos or sketches.

## **Critical Injury Procedure**

- Document your account of the incident on an Accident Report and submit it to HR. Make note of what work was underway, who was at the scene, and what did the accident involve. Stick to the facts and don't speculate or offer unnecessary information.
- HR will investigate the incident and file required reports with the Ministry of Labour and WSIB within established time limits.
- A worker representative from the departmental joint health and safety committee will be given the opportunity to participate in the investigation of a critical injury.

### **\*Preserving the scene:**

- Enlist the help of other staff members but make sure that the scene is not contaminated by people walking through it or moving / removing anything
- Barricade tape is in the resources kit. Cones are available in garden storage areas
- Do not let anyone move anything other than items required to assist the injured person or prevent unnecessary damage to equipment or property

**Resources Kit** - Available at all garden staff rooms and kiosks, kiosk van, NIC and RBG Centre Reception. Each kit contains: barricade tape, clipboard, pen & paper, copy of this policy, Accident Report Forms (employee and visitor versions). Note that each of these areas also has a first aid kit.

### **Other Key Extensions**

<b>Arb Kiosk</b>	320
<b>Laking Kiosk</b>	318
<b>Hendrie Kiosk</b>	317
<b>Rock Garden Kiosk</b>	255
<b>Catering</b>	331

### **Applicability to non-workers**

There are two considerations for reporting critical injuries and fatalities involving non-workers to the Ministry of Labour. For an accident to be reportable:

- The accident must take place at the "workplace" which is broadly defined to include any area where a worker might reasonably be expected to be working in the ordinary course of their employment.
- Assuming the accident occurred at the "workplace", there must be a realistic chance that the hazard involved could put the safety of workers at risk.

### **Responsibility for all employees, volunteers, contractors**

- Do not tamper with the accident scene.
- Provide assistance as directed by the point person.
- Participate with the investigation if you were a witness.
  - Provide facts and do not speculate or make premature conclusions.
- **Do not speak to the media.** Refer any inquiries from media to:
  - Mark Runciman CEO, Ext. 221 or cell 905-572-1892
  - OR**
  - Nick Kondrat, Communications Manager Ext.223 or cell 905-577-3398.

## Critical Injury Procedure

See Policy HS-002 Incident Investigation Policy & Procedure.