



Dufferin-Peel Catholic District School Board



HUMAN RESOURCES –BENEFITS DEPARTMENT

TO: SUPERVISORY OFFICERS
PRINCIPALS/VICE PRINCIPALS
GENERAL MANAGERS
MANAGERS/SUPERVISORS

FROM: Sue Dearling
Benefits Supervisor

RE: **REVIEW OF THE PROCEDURES OF REPORTING
WORK-RELATED ACCIDENTS/INCIDENTS**

Welcome back to a new school year!

This is a reminder and a review of the procedures for reporting work-related accidents to the Benefits Department at the Board office.

Please review the following procedures with your staff.

1. Employees must advise their principal/supervisor immediately of an incident. The principal/supervisor will complete the Incident Investigation Report (GF390) and fax the form to the Benefits Department within 24 hours of having knowledge of the incident. The faxed incident form does not require a signature by the principal/supervisor, if he/she is not available at that time, but the original form does need a signature before it is mailed to the Health and Safety Department. Link to ACCIDENT/INCIDENT INVESTIGATION PROCEDURE :
<http://w3.dpcdsb.org/NR/rdonlyres/898732D4-C074-4519-9B03-3CF9E9E9955F/7694/SCN09.pdf>
2. If the employee seeks medical attention; please indicate the doctor's name, address, and phone number in Box #16 on the Incident Form. Please contact Celina Pimentel at extension 24302, if the employee loses time from work as a result of an injury sustained at work. If the employee seeks medical attention at a later time, the Benefits Department must be informed of any changes that take place after the injury occurred. (Please refer to the <http://gap/> 310 on procedures). Medical attention means any of the following which involves an injury in the workplace, visit to your family doctor, walk-in clinic, chiropractor, physiotherapist, hospital emergency department or dentist (where teeth were injured).
3. **CRITICAL INJURIES** must be reported immediately by telephone. For the definition of a "critical injury" please refer to page 9-2 in the Accident/Incident Investigation procedure linked above. If the injured employee is unable to do so, the principal/supervisor shall make the call for the injured employee. (Please refer to the <http://gap/> 310 on procedures)

It is important to note that Section 121(1) of the *Workplace Safety & Insurance Act* requires the employer to notify WSIB within 3 days of any accidents that occur in the workplace. If the employer fails to report a work-related accident, a fine is levied on the employer in the amount of **\$250.00 per late claim submitted. If the Board receives any notices for a fine because of a claim submitted late, (i.e. school did not fax the information, or faxed the incident form a week later) **the school/department will be required to pay the fine.****

If you have any questions or concerns about the above information, please contact Celina Pimentel at extension 24302.

SD:cp