

## SAMPLE: The Occupational Health & Safety Act Notification Procedure

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

**Note:** Special reporting requirements are necessary in certain types of accidents, injuries and illnesses. The following table illustrates accidents/incidents requiring notification under the Occupational Health and Safety Act of Ontario

Type of Accident	Required Information	Report Required Within
<p style="text-align: center;"><b>Critical Injury</b></p>	<ul style="list-style-type: none"> <li>• Name and address of the constructor and the employer;</li> <li>• Nature and the circumstances of the occurrence and the bodily injury sustained;</li> <li>• Description of the machinery or equipment involved;</li> <li>• Time and place of the occurrence;</li> <li>• Name and address of the person who was killed or critically injured;</li> <li>• Names and addresses of all witnesses to the occurrence; and</li> <li>• Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Immediate</b> notification to a Ministry of Labour Inspector, the Health and Safety Representative, and the Union of the occurrence by tphone, telegram or fax.</li> <li>• Written notification <b>within 48 hours</b></li> </ul>
<p><b>1. Accident, explosion or fire which disables a worker from performing his or her usual work;</b></p> <p><b>2. Occupational illness</b></p>	<ul style="list-style-type: none"> <li>• Name, address and type of business of the employer;</li> <li>• Nature and the circumstances of the occurrence and the bodily injury or illness sustained;</li> <li>• Description of the machinery or equipment involved;</li> <li>• Time and place of the occurrence;</li> <li>• Name and address of the person suffering the injury or illness;</li> <li>• Names and addresses of all witnesses to the occurrence;</li> <li>• Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness; and</li> <li>• Steps taken to prevent a recurrence</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Within 4 days</b></li> </ul>

<b>Type of Accident</b>	<b>Required Information</b>	<b>Report Required Within</b>
<b>Accident, explosion or fire causing injury requiring medical attention but not disabling a worker from performing his or her usual work.</b>	<ol style="list-style-type: none"> <li>1. Nature and circumstances of the occurrence and the injury sustained;</li> <li>2. Time and place of the occurrence; and</li> <li>3. Name and address of the injured person.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep a copy of the record in employer's permanent records, including these particulars.</li> <li>2. The inspector's record of the inspection serves as notice to the Director.</li> </ol>

The legal aspects of health and safety including workplace injuries are governed by legislation and are subject to change. For definitive rules on health and safety and legal aspects of injury and health and safety, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour ([www.labour.gov.on.ca](http://www.labour.gov.on.ca)).