

Injury, Illness, and Incident Reporting

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PURPOSE	
<p>The purpose of this Procedure is to ensure the Occupational Health and Safety Act, WSIB and other legislated reporting requirements are met regarding incidents that cause or have the potential to cause critical injuries or fatalities, disabling injuries (lost time, medical aid, fire and explosion, violence), occupational illnesses, first aid etc. Consistent reporting will allow the organization to complete timely investigations and implement corrective actions to eliminate future potential injuries/illnesses.</p>	
OBJECTIVES	
<p>Trent University encourages all members of the University community – visitors, students, contractors, and workers – to promptly report any health and safety concerns that may arise. Prompt reporting will assist the University in identifying, assessing and controlling hazards to prevent injury.</p> <p>Workers experiencing or witnessing any accident or incident which causes or has the potential to cause an injury and/or loss or damage to university property should report the event immediately to their immediate supervisor, Joint Health and Safety Committee, or the Health and Safety office.</p> <p>Accidents/incidents will be investigated, and corrective actions will be taken to resolve hazards, concerns, and prevent recurrences.</p>	
SCOPE	
<p>This procedure applies to all persons doing work on behalf of Trent university, including any full-time, part-time, sessional, or casual workers, and third-party vendors.</p>	
RELATED DOCUMENTATION AND FORMS	
Internal Incident Report Reference Guide Employee Incident Report Student Incident Report Visitor/Contractor/Volunteer Incident Report Hazard or Near Miss Report	External Occupational Health and Safety Act (OHSA) O.Reg. 420/21: Notices and Reports Under Sections 51 to 53.1 of The Act Workplace Safety and Insurance Act
DEFINITIONS AND ACRONYMS	
Competent Person	<p>Means a person who:</p> <ul style="list-style-type: none"> Is qualified because of knowledge, training and experience to organize the work and its performance.

	<ul style="list-style-type: none"> • Is familiar with the OHSA and the regulations that apply to the work, and; • Has knowledge of any potential or actual danger to health or safety in the workplace.
Constructor	Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
Contractor	Means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer.
Critical Injury	<p>An injury of a serious nature becomes a “critical Injury” when the injury meets one or more of the following criteria as defined in the R.R.O. 1990 Regulation 834:</p> <ul style="list-style-type: none"> • places life in jeopardy, • produces unconsciousness, • results in substantial loss of blood • involves the fracture of a leg, 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
Employer	Means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.
First Aid	<p>Refers to the immediate actions provided to someone who is injured or taken ill that are intended to preserve life, to prevent the condition from worsening, and/or to promote recovery. First aid includes initial intervention until medical treatment can be provided (e.g. waiting for an ambulance) as well as the complete treatment of minor conditions (e.g. applying an adhesive strip to a cut).</p> <p>In accordance with Regulation 1101, first aid includes but it not limited to:</p> <ul style="list-style-type: none"> • cleaning minor cuts, scrapes or scratches; • treating a minor burn; • applying bandages and/or dressings; • applying cold compress, cold pack, or ice bag, applying a splint; • changing a bandage or a dressing after a follow-up observation visit; and any follow-up for observational purposes only.
Hazard	Anything (e.g., chemicals, moving vehicles, etc.) that can hurt any person (cause injury), make them sick (illness) or cause property damage.
Illness (occupational)	The OHSA defines an occupational illness as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the

	normal physiological mechanisms are affected, and the health of the worker is impaired.
Incident	May refer to an occurrence arising from any situation or task that resulted in, or had the potential to result in, injury, illness, damage to health or property, or fatalities.
Lost Time	Means an absence from regular or scheduled work and/or included reduced work hours during recovery.
Near Miss	A near miss is an incident in which no property was damaged or personal injury was sustained, but where given a slight shift in time or position, damage or injury could have occurred.
Owner	Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
Prescribed	Means defined by a regulation made under the Occupational Health and Safety Act to lay down, in writing or otherwise, as a rule or a course of action to be followed.
Supervisor	Means a person who has charge of a workplace or authority over a worker. Trent University recognizes supervisors as university workers who have a duty and effective power to ensure that one or more workers comply with the OHSA or safety related policies and procedures. The definition is not subject to factors such as job title, union affiliation or even employment status.
Student	A person enrolled in one or more courses at Trent University.
Visitor	A member of the community other than a worker, student, or volunteer that is present on university property for any reason.
Volunteer	A person that provides a service to the university but does not receive monetary compensation in exchange. Volunteers may receive time compensation, such as hours contributing to community service. Volunteers may be affiliated with the university (students), external organizations, or other external community members.
Worker	Means any of the following: <ul style="list-style-type: none"> • A person who performs work or supplies services for monetary compensation. • A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled. • A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.

Workplace	Means any land, premises, location or thing at, upon, in or near which a worker works, i.e. where the academic and administrative activities of Trent University take place.
ROLES & RESPONSIBILITIES	
<p>Employer</p> <p>Trent University's Board of Governors has delegated the responsibilities of Employer to the President and Vice-Presidents. The OHSA outlines Employer responsibilities, including:</p> <ul style="list-style-type: none"> • Develop and maintain an Injury, Illness and Incident Reporting program, encourage immediate reporting of all injuries, illnesses and incidents. • Ensure all incidents are reported to appropriate authorities where necessary. <p>Supervisors</p> <p>The OHSA defines supervisor as "a person who has charge of a workplace or authority over a worker." The identification of a supervisor in the university workplace can be difficult as there are many unique positions that can attract supervisory duties, for example: Associate Vice-Presidents, University Secretary, Deans, Directors, Principals, University Registrar, University Librarian, Managers, Supervisors, Academic Chairs, and Principal Investigators. Responsibilities of Supervisors include:</p> <ul style="list-style-type: none"> • Review all injuries, illnesses or incidents reported to them, along with associated corrective actions taken, to ensure hazards are addressed and safe conditions exist. • Arrange first aid or medical aid for injured persons. • Ensure all workplace-related injuries or illnesses are reported to Health and Safety. The report must be completed by the supervisor, and submitted as soon as possible, or otherwise within 24 hours of the incident. A lack of complete details shall not hinder the initial reporting of the occurrence. • Take all reasonable steps to ensure the preservation of the scene of a critical injury or fatality until a Ministry of Labor, Immigration, Training, and Skills Development (MLTSD) inspector allows release. • Facilitate a safe return to work for the injured worker as per Trent's return to work program. <p>Workers</p> <ul style="list-style-type: none"> • Immediately report injuries/incidents to their supervisor. • Assist in the documentation and investigation of all workplace injuries, illnesses or incidents through the Employee Incident Report, found on the Trent Health and Safety website. If a worker is unable to complete the Employee Incident Report, the supervisor will do so on their behalf with the information they have available. • Provide necessary information regarding the incident to their supervisor, Campus Security, and/or Health and Safety. • Adhere to the legal requirements of the WSIB and Trent University's return to work program for lost time injuries. • Cooperate fully with supervisor and Health and Safety during incident investigation process to ensure that hazards are identified and addressed appropriately. 	

Human Resources Department, Health & Safety Office

- Review all injury, illness and incident reports and follow up on recommendations for corrective actions as required.
- Follow the process in the Return to Work (WSIB) Policy for all work-related injuries/illnesses.
- Provide direction and technical assistance for accident and incident reporting.
- Review incident/injury reports and make recommendations for corrective actions.
- Ensure notification of reportable incidents to the Joint Health and Safety Committee and trade unions within 24 hours, if applicable.
- Liaise with the WSIB and administer all claims.
- Report occupational injuries, illnesses, or incidents to the [WSIB within 3 business](#) days upon learning of the occurrence.
- Assist the supervisor and the department to identify appropriate modified employment.
- Provide resources to supervisors about incident investigation procedures and job modification for workers.
- Compile and distribute WSIB injury statistics and make recommendations to management concerning loss control initiatives to reduce accident frequencies and costs.
- Assist with investigations of critical injuries.
- Ensure that a labour representative from the Joint Health and Safety Committee is given an opportunity to participate in the investigation of a critical injury.
- Report critical injuries to the [MLITSD in writing within 48 hours](#).
- Report occupational illnesses to the [MLITSD in writing within 4 days upon](#) learning of the incident.
- Liaise with insurance underwriters, adjusters and legal counsel as needed in all matters pertaining to potential institutional liability arising from student and visitor injuries, contractor issues, and equipment or property damage.

Joint Health and Safety Committee representatives

- Review all injury, illness and incident reports, make and/or follow up on recommendations for corrective actions as required.

PROCEDURE

General Procedure for Injury, Illness, and Incident Reporting:

- If a workplace-related injury, illness or incident is experienced, the worker shall immediately report it to their supervisor/manager. Prompt reporting helps to minimize the risk of further injured parties or property damage.
- The supervisor will ensure medical assistance is provided as required, either by an [employee trained in First Aid](#), a member of Security, or EMS (911) for serious injuries.

- The worker and the supervisor shall complete the [Employee Incident Report](#), found on the [Report a Hazard / Incident](#) page of the [Trent Health and Safety](#) website. The submission of this report will automatically generate a copy that is sent via email to the entered supervisor, and the Health and Safety Office.
- The factors contributing to the injury, illness or incident will be noted on the reporting form, along with any and all additional relevant information.
- Any contributing factors leading to injury/illness will be addressed by the supervisor (for example, moving boxes out of a doorway). Immediate actions taken to remove or reduce the risk will also be documented on the reporting form.
- If an injury or illness requires medical attention outside of the workplace, the Health and Safety Office will initiate the WSIB submission process and will submit within 3 business days of learning of the injury or illness.
- The return-to-work program will be initiated by Human Resources, where appropriate.
- Serious issues that require expertise shall be handled by the employer with assistance from appropriate designated parties.

Critical Injury or Fatality Reporting:

- Workers and supervisors responding to a critical injury will ensure that First Aid is provided to prevent further injury, that EMS (911) is called for emergency medical care, and that [Campus Security](#) is notified of the situation.
- The worker's supervisor will be notified as soon as possible. If the respondent is unsure of the worker's supervisor, they can call Human Resources for help.
- The scene of a critical injury or workplace fatality will be preserved until a MLITSD Inspector has granted permission to do otherwise, or for the purposes of:
 - saving life or relieving human suffering;
 - maintaining an essential public utility service or a public transportation system; or
 - preventing unnecessary damage to equipment or other property.
- In the event of a critical injury or fatality, Health and Safety is to notify the MLITSD as soon as possible, and at least within 48 hours, by calling 1-877-202-0008.
- The Health and Safety Office will complete the [online form on00276](#) available through the Ontario Central Forms Repository (CFR) website and submit as instructed.
- Health and Safety will notify the Joint Health and Safety Committee (JHSC) and trade union (if applicable) immediately via email, on behalf of the Employer.
- If applicable, the MLITSD and the Police will arrive and take control of the scene. The scene will be held until release by a Ministry of Labour inspector. Security will meet EMS to direct them to the location of the incident and will manage access control.
- A worker member of the JHSC is legally required to participate in the accident investigation, including the investigation, inspection of the accident scene, and preparation of the report.

Occupational Illness Reporting:

- If Trent University is advised by or on behalf of a worker that the worker has an occupational illness, or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the worker (if able) and the supervisor shall complete the [Employee Incident Report](#), found on the [Report a Hazard / Incident](#) page of the [Trent Health and Safety](#) website. The submission of this report will automatically generate a copy that is sent via email to the entered supervisor, and Health and Safety.
- The Health and Safety Office will give notice in writing, within four days of being advised, to the Joint Health and Safety Committee and to the applicable union if relevant, containing such information and particulars as are prescribed.
- The Health and Safety Office will complete the [WSIB Form 7 \(Report of Injury/Disease\)](#) electronically within 3 days. A copy will be provided to the worker.

Workplace Safety Insurance Board (WSIB) Reporting:

Employers must report a workplace to the WSIB within three days of learning about a workplace injury or illness if the worker:

- Needs treatment from a health professional, or
- Is absent from work, or
- Earns less than regular pay for regular work (e.g., working fewer hours or being paid less per hour), or
- Requires modified work at regular pay for more than seven calendar days following the date of accident.
- Notification will be shared with the JHSC and union (if applicable).

Near Misses (Non-Injury) Reporting:

- Near miss incidents are caused by the presence of a hazard that poses actual or potential risk. Reporting hazards is essential for the creation and maintenance of a safe campus by ensuring proper follow-up is taken and controls are implemented.
- Examples of Near Miss incidents may include:
 - Slipping on an icy sidewalk, but catching yourself before falling or sustaining injury.
 - Damage to a piece of equipment is identified just before use (e.g., missing guard on a saw).
 - A lit cigarette is dropped in the garbage but burns out before a fire can start.
 - Someone loses their balance on a ladder but catches themselves before falling.
- Workers who experience near miss incidents while performing their job duties are to report the near miss using the online Hazard or Near Miss Report located on the Health and Safety website, including details of the near miss such as location, time of day, and recommended actions.
- Health and Safety will review all near miss reports submitted and ensure that corrective actions are implemented as appropriate.
- Near miss incidents of high risk (e.g., potential to place life in jeopardy or cause major loss or damage) may be reported to the MLITSD.

Environmental Release or Internal Chemical Spill Reporting:

- If a spill of a hazardous substance occurs at Trent, follow the [Chemical Spills Guide](#) located on the Science Safety website, Chemical Safety Program page for immediate actions.
- Contact the Supervisor / Manager of the Area / Science Facilities Manager, as appropriate.
- Contact the Fire Department (911) if building evacuation is required.
- For personal injury ensure first aid and medical attention is obtained if required.
- If the spill meets the following criteria, the spill must be immediately reported (by the Health and Safety Office) to Ministry of Environment, Conservation and Parks via the [Ontario Spills Action Centre at 1-800-268-6060](#):
 - The spill is made into the natural environment,
 - The spill is made from or out of a structure, vehicle or other container, AND
 - This spill is abnormal in quality or quantity.
 - Once the spill has been cleaned up and all contaminated materials have been properly disposed of, the supervisor of the area will record the details of the spill event and submit the report to Health and Safety using the [Hazard or Near Miss Report](#) on the Health and Safety website.

Student Incident Reporting:

- General campus safety concerns should be reported to Campus Security.
- Incidents involving students should be reported to Health and Safety via the [Student Incident Report](#) located on the Health and Safety website, especially those which:
 - Result in personal injury,
 - Could reasonably happen to a worker or other member of the University community, or
 - Occur to a student while on placement, co-op, volunteering, or providing any other service to the University.

Contractor Incident Reporting:

- Contractor-related concerns should be brought to the attention of the University worker assigned to manage the contractor. Where necessary, the worker assigned to manage the contractor will raise the concern to a more senior level of management until the matter is resolved.
- Campus Security should be contacted after hours, weekends and holidays for any situation requiring immediate assistance during these periods.
- Campus Security must be advised of any situation on university property requiring emergency assistance (eg. police, fire, emergency medical services).
- All incidents involving contractors should be reported to Health and Safety by the worker responsible for managing the contractor, using the [Visitor / Contractor / Volunteer Incident Report](#) available on the Health and Safety website, including those which:

- Result in personal injury,
- Could reasonably happen to a worker or other member of the University community.

Visitor or Volunteer Incident Reporting:

- General campus safety concerns should be reported to Campus Security.
- Incidents involving volunteers or any visitor to the University should be reported to Health and Safety via the [Visitor / Contractor / Volunteer Incident Report](#) located on the Health and Safety website, especially those which:
- Result in personal injury,
- Could reasonably happen to a worker or other member of the University community.

Reporting Safety Concerns:

Some members of the University community may not know exactly who to contact with a safety concern. If you are not sure, contact Campus Security at:

- (705) 748-1333 (or internally at extension 1333) in Peterborough
- (905) 435-5111 (or internally at extension 5111) in Durham
- (905) 435-5123 in Durham at the Advanced Learning Centre.
- Workers are required to report health and safety concerns to their immediate supervisor. Where a supervisor lacks the resources or authority to address a concern, the supervisor is required to forward the concern to a more senior level of management and / or Health and Safety, as required, until the matter is addressed.
- In addition:
- Building deficiencies should be reported to the Facilities Management Department using the “fixit” e-mail address (fixit@trentu.ca)
- Related emergencies (eg. A broken water pipe) should be reported immediately to Campus Security.
- Security should be contacted if immediate assistance is required. Security must be advised of any emergency situation involving police, fire, or emergency medical services.

COMMUNICATION, TRAINING, AND ORIENTATION

- All new staff will receive information on Injury, Illness, and Incident Reporting during orientation and new worker training.
- Periodic reminders will be communicated by the Joint Health and Safety Committee via email and posted on Workplace Health and Safety Boards.

EVALUATION

- The program will be reviewed regularly by Health and Safety in consultation with the JHSC.
- Managers and supervisors are responsible to observe, monitor and evaluate compliance with health and safety practices as part of the performance evaluation.
- Any gaps will be identified and quality improvements will be made by Health and Safety in consultation with JHSC and stakeholders

- Any changes will be communicated to all workplace parties prior or during implementation.

FORMS / RECORDS

Incident reports and all associated WSIB forms will be kept on file for the duration of a worker's employment with Trent university, or 7 years at minimum.

All incident-related documents will be maintained in Human Resource's electronic files.

CHANGES TRACKING	
DETAILS OF CHANGES	DATE CHANGED