

Chapter: **Staff Safety**

Classification: **Public Document**

Subject: **Occurrence Response and Documentation**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 All staff injuries, hazards, near misses or other Occupational Health & Safety (OH&S) concerns will be reported and documented *by accessing the online reporting system on the Employee Self-Service (ESS) portal.*
- 2 The *WCB Accident and Injury Report, Form 67* will also be completed in addition to any other required documentation every time an employee is injured or suffers from an illness due to the workplace, even if there is no lost time associated with the incident.

Response Procedures

- 3 Upon discovery of an apparent accident or injury involving an employee staff will
 - (a) request health care practitioners on site immediately see and assess the individual
 - (b) provide the necessary first aid
 - i. staff are only authorized to use first aid procedures for which they have been trained
- 4 Employees requiring medical treatment will be triaged to the nearest Health Centre or Emergency facility.
- 5 In correctional facilities without health services staff or where health services staff are off duty, the superintendent or designate is responsible for referring the employee to a community health centre or emergency facility, with or without use of an ambulance, as may be indicated.

Documentation Requirements

- 6 The first staff member aware of, or notified of, an Occupational Health & Safety occurrence (injury/illness, hazard, near miss, or OH&S concern) will report the occurrence to their immediate supervisor and, complete all sections of the applicable report on the, "My Health and Safety" section on the ESS portal. Please see the quick reference guides on ESS, under related links, for an explanation of this process.

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- 7 Once the form is completed on ESS, the affected staff will submit the form, which will notify their supervisor to review the report. The designated supervisor/manager will then
- (a) review the report
 - (b) conduct their investigation
 - (c) provide recommendations
 - (d) select “start process”, which will then be forwarded to the OH&S representative for follow up
 - (e) at any time during the review by the designated Correctional Services manager or the JOH&S Committee, a more extensive investigation may be recommended