

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Notifications - Accident, Explosion, or Fire Causing Injury/Occupational Illness	<b>Code:</b> HS009
		<b>Date of Issue:</b> March 2011
		<b>Revised:</b> February 2013
		<b>Page</b> 1 of 1

### **PURPOSE:**

To ensure effective communication in compliance with the Occupational Health and Safety Act.

### **SCOPE:**

If an employee is disabled from performing his/her usual work or requires medical attention because of an accident, explosion or fire, but no person dies or is critically injured, the Executive Director or designate shall, within 4 days give written notice of the occurrence, as per section 52 (1) of the Occupational Health and Safety Act.

If Avenue II 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 WSIB or on behalf of the worker, the Executive Director or designate shall give notice in writing within 4 days of being advised as per section 52 (2)(3) of the Occupational Health and Safety Act.

### **PROCEDURE:**

1. The Executive Director will immediately receive a copy of all completed WSIB Form 7 and related paperwork relating to lost time, medical attention because of an accident, explosion or fire.
2. In the absence of the Executive Director the Human Resources Officer, Director of Support Services or General Manager will act as designate.
3. Written notice (using prescribed form) shall be given to the H & S Committee via the Co-Chairs, H & S Representative (if applicable), Union (via fax to office) and if applicable Director of Ministry of Labour.

### **FORMS REQUIRED:**

- Notice of Accident, Explosion or Fire Causing Injury
- Notice of Occupational Illness