

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: October 1, 2009
Topic: 8. Health & Safety	Replaces: New
Subject: 10. In All Cases of Injuries/Accident	
Policy No. G.8.1.10.	Page 1 of 3

PURPOSE

To ensure care is rendered to the sick or injured in accordance with the provider's qualification(s).

APPLICATION

All employees of the Manitoulin-Sudbury DSB Emergency Medical Services

PROCEDURE

The injured employee shall:

1. Seek first aid (patient care) immediately.
2. First Aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.
3. Notify the Central Ambulance Communication Centre that you are out of service due to injury/accident as soon as possible.
4. Notify Manitoulin-Sudbury DSB Management about the injury/accident as soon as possible.
5. Seek Health Care if required.
6. Health care includes services requiring the professional skills of a health care practitioner (i.e., a doctor, nurse, chiropractor or physiotherapist); services provided at hospitals and health facilities and prescription drugs.
7. Obtain a Functional Abilities Form from your Manager prior to seeking medical attention and prior to leaving from work.
8. Document the circumstances surrounding the injury/accident through completion of the *Manitoulin-Sudbury DSB EMS Report of Injury Form*.
9. Cooperate in the employer's early and safe return to work program.

The injured employee may:

1. Claim benefits if the injury/accident causes him or her to receive health care, lose time or wages beyond the day of the injury/accident or participate in the employer's early and safe return to work program for more than seven days.
2. There is no need to make a claim with WSIB if any of the following apply:
 - a. Only first aid treatment was needed,
 - b. You did not take any time off work beyond the day of the injury/accident

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: October 1, 2009
Topic: 8. Health & Safety	Replaces: New
Subject: 10. In All Cases of Injuries/Accident	
Policy No. G.8.1.10.	Page 2 of 3

- c. Your pay was not affected,
- d. Your participation in the employer's early and safe return to work program was less than seven days.

In these instances only the aforementioned *Manitoulin-Sudbury DSB EMS Report of Injury Form* is required.

- 3. In some cases the WSIB may require an employee to complete a *WSIB Workers Report of Injury/Disease (Form 6)*. In those cases the WSIB will contact the employee directly to request completion.

The uninjured employee shall:

- 1. Provide first aid (patient care) as soon as notified.
- 2. Notify the Central Ambulance Communication Centre that you are out of service due to injury/illness as soon as possible.
- 3. Notify Manitoulin-Sudbury DSB Management about the injury/accident as soon as possible.
- 4. Arrange for transport for medical treatment of the injured employee either via driving the employee via Ambulance or by calling for a full Ambulance crew to pick up the injured employee if the condition is warranted.
- 5. Complete the appropriate patient care documentation.
- 6. Complete a *Manitoulin-Sudbury DSB EMS Observation of a Health & Safety Accident form*, sending it in electronically to EMS Management.
- 7. Prepare to respond in an Ambulance as a single person unit.

The EMS Manager shall:

- 1. Make contact with the injured employee as soon as possible.
- 2. Make arrangements to provide transport of the injured employee to the closest medical facility.
- 3. Forward a *Functional Abilities Form* to the injured employee advising them of the requirement of having it completed by the attending medical authority.
- 4. Make arrangements to find a replacement for the injured employee.
- 5. Continue to pay full wages and benefits for the day or shift on which the injury occurred.
- 6. Provide the Manitoulin-Sudbury DSB HR Coordinator with the appropriate information needed to complete, within a three-day timeframe, the *WSIB Employers' Report of Injury/Disease (Form 7)* where applicable.
- 7. the *WSIB Employers' Report of Injury/Disease (Form 7)* must be completed if the employee loses time or wages beyond the day of the injury/accident, or continues to work on partial hours only, or gets health care or works on a modified work program for greater than seven days.

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: October 1, 2009
Topic: 8. Health & Safety	Replaces: New
Subject: 10. In All Cases of Injuries/Accident	
Policy No. G.8.1.10.	Page 3 of 3

8. Consult with Senior EMS management on an Early and Safe Return to Work program taking into account the recommendations on the *Functional Ability Form* and the ability to provide modified work.
9. Make appropriate scheduling arrangements for the estimated length of time that the employee will be absent from regular duties.

The HR Coordinator shall:

1. Make contact with the injured employee as soon as possible.
2. Complete the *WSIB Employers' Report of Injury/Disease (Form 7)* where applicable.

REFERENCES

- The Ontario Workplace Safety and Insurance Board, "Regulation 1101"
- WSIB, March 2008, *Employers' Initial Accident-Reporting Obligations*.
- WSIB Web site www.wsib.on.ca