

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: October 1, 2009
Topic: 8. Health & Safety	Replaces: New
Subject: 1.7. Documentation	
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**PURPOSE**

To ensure the Manitoulin-Sudbury DSB, Emergency Medical Services Department employees comply with WSIB Regulation 1101, Emergency Health Services Standards, and all Patient Care Standards in terms of documentation.

**APPLICATION**

Paramedics, EMAs, Management

**PROCEDURE**

The following documentation is to be completed on a regular basis as appropriate:

1. The EMS Station Health & Safety Liaison is to maintain a monthly Health & Safety Station check including the signed card confirming the contents of the First Aid Station.
2. The EMS Station Health & Safety Liaison is to report any usage of the First Aid box to the EMS JHSC.

The following documentation is to be completed if there was a First Aid Only workplace injury:

1. The injured employee shall complete a *Manitoulin-Sudbury DSB EMS Report of Injury Form* and submit it electronically to the EMS Field Superintendent
2. The uninjured employee will complete a *'witness to injury' incident report* and submit it electronically to the EMS Field Superintendent.

The following documentation is to be completed if there was a workplace injury requiring health care:

1. The injured employee shall complete a *Manitoulin-Sudbury DSB EMS Report of Injury Form* and submit it electronically to the EMS Field Superintendent.
2. The uninjured employee shall complete a *Manitoulin-Sudbury DSB EMS Observation of a Health and Safety Injury/Accident* form and submit it electronically to the EMS Field Superintendent.
3. The uninjured employee (provider of patient care) shall complete an *Ambulance Call Report* according to the MOHLTC Document Standards, where applicable.
4. The Field Superintendent shall provide the injured employee with a *Functional Abilities Form* and instruct the employee to have it completed

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by the medical authority providing the medical treatment to injured employee.

5. The Manitoulin-Sudbury DSB HR Coordinator shall submit a *WSIB Employers' Report of Injury/Disease (Form 7)* directly to WSIB with a copy being sent to the employee.
6. The injured employee shall submit the *Functional Ability Form* electronically to the Field Superintendent in order to assess for the ability to provide modified duties.

**All documents as applicable above must be completed and provided to management prior to leaving work.**

#### REFERENCE

- The Ontario Workplace Safety and Insurance Board web site [www.wsib.on.ca](http://www.wsib.on.ca)
- WSIB Form 6 Worker's Report of Injury/Disease, *Reference Guide for Workers*
- Ontario Ministry of Health, Emergency Services Branch, January 2007, *Basic Life Support Patient Care Standards*, Queens Printer for Ontario
- Ontario Ministry of Health, Emergency Services Branch, April 2000, *Ambulance Service Documentation Standards*, Queens Printer for Ontario