

LAURENTIAN UNIVERSITY

TO: Department/Unit Heads

FROM: Director, Human Resources

DATE: March 2, 2001

RE: **Reporting Procedure for Notice of Death or Injury on Laurentian University Premises**

Where a person is killed or critically injured on Laurentian University premises, the following is the procedure for notifying the Inspector (Ministry of Labour):

1) Where the person is brought to Laurentian University Health Services. Health Services will:

OR

2) Where the person is treated by Security and taken to the nearest hospital, the Security Officer will:

notify Branko Rayakovich, Director, Human Resources, immediately, at extension 3015 at work, or 524-0755 at home, or Ron Blondin, Manager, Employment/Occupational Health and Safety, at extension 3016 at work, or 897-5656 at home. The Director, Human Resources, or the Manager, Employment/Occupational Health and Safety, will inform the Inspector (Ministry of Labour), the Health and Safety Representative for the Area, and the Union/Association President.

A written report will be completed by the Director, Human Resources, and the Manager, Employment/Occupational Health and Safety within 48 hours of the injury.

Attached, for your information, is a page with the applicable Section of the Occupational Health and Safety Act (Part VII, Section 51.(1) and the definition of a **CRITICAL INJURY**.

Any questions or inquiries pertaining to this procedure can be directed to the Director, Human Resources, extension 3015, or the Manager, Employment/Occupational Health and Safety, extension 3016.

B. Rayakovich
Director, Human Resources

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Enclosure

ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT

PART VII

NOTICES

51. (1) Where a person is killed or critically injured from any cause at a work place, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the employer shall, within 48 hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.

CRITICAL INJURY – DEFINED

R.R.O. 1990, Regulation 834

- a) places a life in jeopardy;
- b) produces unconsciousness;
- c) results in substantial loss of blood;
- d) involves the fracture of a leg or arm but not a finger or toe;
- e) involves the amputation of a leg, arm, and or foot but not a finger or toe;
- f) consists of burns to a major portion of the body; or
- g) causes the loss of sight in an eye.

R.R.O. 1990, Regulation 834, s. 1