

Why is the information on the form needed?

Information on the Report an Accident/Incident Forms is required to ensure proper awareness, follow-up, and rectification of risks/hazards in the workplace in accordance with the Occupational Health and Safety Act.

In some cases, reporting to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) may be required, such as in the event of a critical injury.

Reporting to the MLITSD

Information from the Reporting an Accident/Incident Forms may need to be shared with the MLITSD, should the incident meet reporting requirements. The MLITSD requires contact details of all persons involved as they may be in touch to verify or gather more information. The MLITSD requires all details around the event, including contributing factors, medical treatment, and immediate follow-up action.

How much detail is needed?

Include as much detail as available! Share as much detail and information as felt appropriate to give the Health and Safety team a proper understanding of what occurred.

Below are some example scenarios and leading questions that suggest what information could be appropriate to include on a Report an Accident/Incident Forms.

Example 1) An employee slips on ice in the parking lot.

Q: Describe the nature and circumstances of how the injury occurred

- What type of footwear was the employee wearing (e.g., winter boots, running shoes)?
- Was the employee walking on designated pathways?
- Was the employee distracted (e.g., looking at their phone)?
- Was the employee in a rush, walking or running?
- Did any weather conditions contribute, e.g., snow, rain, or wind?

Q: Describe the Injury and Body Part Affected

- What areas (left/right) of the body were hurt?
- Bruise, cut, scrape, sprain, strain, break?

Example 2) A student stands up from their seat, faints, and is briefly unconscious on the ground.

Q: Describe the nature and circumstances of how the injury occurred

- Was the temperature in the classroom abnormal?
- Were there any abnormal or strong smells in the classroom (e.g., perfumes)?
- Does the student have any history of similar incidences?
- Is the student on any medication?
- Has the student recently eaten or had anything to drink?
- Did the student complain of any other symptoms?
- Did anyone else in the classroom experience any abnormal conditions or symptoms?

Q: Describe the Injury and Body Part Affected

- Did the student hit their head?
- Was any other injury sustained when they fell?
- How long was the student unconscious for?

Q: Treatment received and Optional area to provide further information regarding medical treatment

- What type of treatment was received?
- If the student went to a hospital, doctor, etc. what is the facility name/ address?

If any information is gained or the situation developments, send all updates to safety@flemingcollege.ca and/or complete another Report an Accident/Incident Form.