

Reporting Workplace Accidents

Incident Report Form Procedures

An Incident Report Form is to be filled out at all times when a student sustains a personal injury by accident arising out of and in the course of his or her placement. This Form should be completed within 24 hours of the incident.

The completed Incident Report Form should be faxed to 519-578-2818 or emailed to: wcdsb.safety@wcdsb.ca

The Form can be found on the website under Programs > Co-op Placement Health & Safety

The Workplace Safety and Insurance Act defines an "accident" as:

- a wilful and intentional act, not being the act of the worker
- a chance event occasioned by a physical or natural cause
- a disablement arising out of and in the course of employment

Critical Injuries

As defined in Ontario Regulation 834 (R.R.O.1990) a "critical injury" is an injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand or foot but not a finger or toe
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

When an Accident Occurs

- Assistance should be provided to the injured person as appropriate (i.e. first aid, call an ambulance).
- Ensure the Incident Report Form is completed.

If there is a critical injury, the following additional steps should be carried out:

- Preserve the accident scene, except for the purposes of saving life, do not allow anyone to disturb or alter the scene of the accident until released by the police or authorities who have jurisdiction.
- Notify Health & Safety staff at 519-578-3660 ext. 2226, ext. 2340 or ext. 2382.

First Aid Procedures

First Aid Tips

- Consent to perform first aid is required if the injured person is responsive.
- If you have caused or were involved in an accident the minimum you must do is call 911.
- Always use Universal Precautions to protect yourself from ALL bodily fluids and situations first.
- All schools at the WCDSB have Automated Electronic Defibrillators (AED's).

- Although not obligated by law to perform first aid care, once it has been started it must be continued until someone of equal or greater medical training takes over.

Emergency Scene Management (ESM)

- Stop to check to see if the scene is safe for you as the first aid provider.
- When a scene has been determined as safe for the first aid provider, identify yourself and offer assistance.
- Determine if the injured person is responsive. If not responsive call 911 for help or ask someone else to get help.
- If you suspect injury to the head, neck or spine do not move the person unless there is an immediate danger.

If you suspect stroke or cardiovascular emergency **call 911** immediately.

Universal Precautions

5 Steps of Universal Precautions

1. Education
2. Hand Washing
3. Wearing Protective Barriers
4. Cleaning Contaminated Surfaces
5. Disposal of Contaminated Articles

To review the Routine Precautions/Bloodborne Infections Protocol visit:
http://www.wcdsb.ca/ap_memos/PDF/APH009.pdf

Fire Prevention

In Case of Fire

Upon Discovery of Fire

- Call 9-1-1
- Sound fire alarm
- Close doors
- Leave fire area immediately
- Leave building via nearest exit
- **Do not use elevator**

If smoke is heavy in the corridor, it may be safer to stay in your area. Close the door and attempt to seal the base of the door (e.g. with a wide roll of tape).

If you encounter smoke in the stairway, use alternate exit.

Meet outside at a pre-determined location.

Upon Hearing Fire Alarm

- Close doors behind you
- Leave building via nearest exit
- **Do not use elevator**

Fire Prevention

- **Paper on the classroom walls (including bulletin boards and blackboards).** Fire code regulations (i.e. Day Care Centers) do not permit paper to exceed 20% of wall coverage.
- **Combustible materials must not be suspended from the ceiling or from light fixtures.** They can drop and help to spread fire. (Wires across rooms can be a hazard to firefighters who will not be able to see in thick smoke).
- **No paper should be placed on the inside or outside of the classroom door.** Doors are fire barriers that can prevent a fire from entering or leaving a room.



Health & Safety Co-op Placement

Waterloo Catholic District
School Board

<http://safety.wcdsb.ca/>

Emergency Contact Numbers

Life Threatening Emergency Situation

DIAL 9-1-1

WCDSB After Hour Emergencies (24 Hours)

519-578-3677 ext. 5555

Reporting Workplace Accidents

519-578-3660 Ext. 2226 or Ext. 2340

Poison Information

1-800-268-9017

Telehealth Ontario

1-866-797-0000

W.H.M.I.S.

(Workplace Hazardous Materials Information Systems)

School Requirements

The objective of WHMIS is to provide employees with information about hazardous materials in the workplace.

Labels

All hazardous materials used in the schools must be properly labeled. These materials include custodial, administrative and instructional products purchased for use in schools.

W.H.M.I.S. Symbols



Class A – Compressed Gas



Class B – Flammable and Combustible Materials



Class C – Oxidizing Materials



Class D - Poisonous and Infectious Material Div. 1
Materials Causing Immediate & Serious Toxic Effects



Class D - Poisonous and Infectious Material Div. 2
Materials Causing Other Toxic Effects



Class D - Poisonous and Infectious Material Div. 3
Biohazardous Infectious Material



Class E – Corrosive Material



Class F – Dangerously Reactive Material

Material Safety Data Sheets (MSDS)

All employees using hazardous materials are required to have knowledge of MSDS Sheets. Worker education depends on your exposure and use of chemicals, the WCDSB must ensure your awareness of the WHMIS program and that you have adequate knowledge to use the labels and MSDS sheets.

Electronic copies of Material Safety Data Sheets
MSDS are available on the StaffNet under
Health & Safety > MSDS Site

NOTE: Do **not** bring products from home to school.

Indoor Air Quality

- **It is healthier to have a cool room and wear a sweater or jacket if necessary for personal comfort.** *Besides enhancing alertness, cooler temperatures inhibit the growth of bacteria.*
- **If your room has a fan for mechanical ventilation, find out how it works.** *Fans help to exhaust stale air. Report any maintenance needs to the Administrator.*
- **Maintain a high level of organization and general tidiness.** *Messy piles of materials prevent the room from getting cleaned. Dust affects the air quality.*
- **Don't bring old furniture and carpets into the classroom.** *These are dust collectors and often contain dander that can not be properly cleaned in the school maintenance program.*
- **Don't use aerosols or other products with ventilation warnings in your classroom.** *The solvents in some paints, glues and pesticides contain toxic chemicals and will adversely affect the air quality.*
- **Make sure vents from the heating/ventilation system are not covered or blocked.** *This blockage interferes with indoor quality by restricting the airflow.*

Slips and Trips

Slips:

- **Water or other spilled liquid on the floor.** *Cover any spill with a chair or other visible object. Report to the custodian immediately for clean-up.*
 - **Icy walkways during inclement weather.** *Wear appropriate footwear for your own protection. Report icy conditions to your Administrator.*
- **Any stairs missing non-skid strips.** *This could be particularly hazardous when many people are using the stairs, such as dismissal times or fire drills.*

Trips:

- **Loose metal strips where carpet edge meets floor, possibly from missing screws.** *Potential trip hazard. Report to the Administrator.*
- **Loose, broken or missing floor tiles.** *Potential trip hazard. Report to the Administrator.*
- **Torn or loose carpet, separating seams or curled edges.** *Potential trip hazard. Report to the Administrator.*
 - **Aisles should be clear of students' shoes, bags, coats etc.** *Since these items are not always stored in the same place, individuals may be less likely to be aware of their presence resulting in tripping.*
- **Ensure that extension cord do not create a trip hazard.** *Remove as soon as possible after use.*
- **Outside of the school, did you make note of potholes or uneven ground.** *Report to the Administrator.*
- **At school entrances make note of missing links or buckling/curling on rubber mats.** *Potential trip hazard. Report to the Administrator.*

Portables

- **Check stair and porch railings for sturdiness.** *Loose rails can cause falls (more than three steps require a handrail).*
 - **Check the treads on landings and steps for loose screws.** *They are a potential trip hazard.*
- **Report roof leaks and/or stained ceiling tiles to the custodian.** *Potential for mould growth that can aggravate allergies.*
- **Walkways and pathways are slippery and wet.** *Report any icy and slippery conditions concerns to the Administrator.*

Footwear Policy - APH 025

The WCDSB's footwear policy is applicable to all employees.

All employees should:

- Avoid wearing prohibited footwear
- Wear the appropriate protective workplace footwear
- Ensure that footwear used is in good condition
- Check with their supervisor when unsure about what might be required
- Be aware of surroundings and conditions that may dictate the use of appropriate footwear
- Report unsafe or hazardous surface/work situations to their Supervisor

The Footwear Policy can be found on the website at the following link: https://www.wcdsb.ca/ap_memos/PDF/APH025.pdf

Occupational Health and Safety Act (OH&SA)

Definitions:

Worker - a person who performs work or supplies services for monetary compensation.

Supervisor - a person who has charge of a workplace or authority over a worker.

Employees have the following rights under the OH&SA:

- The "right to participate" to be part of the process of identifying and resolving health and safety concerns.
- The "right to know" about any hazards to which they may be exposed.
- The "right to refuse work" that they believe is dangerous and, under certain circumstances, certified Joint Health and Safety Committee members can stop work that is dangerous.

Section 27 of the OH&SA states in part the Supervisor has the general legal duty to:

- Ensure the worker uses or wears the equipment and/or personal protective equipment required by the employer.
- Advise the worker of any potential or actual danger to ensure worker's safety.
- Ensure the worker works in compliance with the OH&SA and Regulations.
- Provide a worker with written instructions.
- Take every reasonable precaution in the circumstances to protect the worker.