
TITLE	Workplace Injury or Illness
POLICY NO:	2015-030

POLICY STATEMENT:

Superior EMS is committed to providing a safe workplace free of injury and illness. In the event that an injury or illness occurs to a staff member, prompt care and reporting will occur.

SCOPE:

All Employees

POLICY:

In the event of a workplace injury, the employee will:

1. Seek first aid 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 On Call Supervisor that you are out of service due to injury/accident as soon as possible.
4. Seek Health Care if required.
5. 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.
6. Document the circumstances surrounding the injury/accident through completion of a PCR and incident report. If the injury includes (a) health care treatment; (b) time away from work; or (c) lost wages you must complete the WSIB form 6 within 3 days of the incident to report to WSIB. (this can be completed at www.wsib.on.ca).
7. The on-call supervisor will complete the WSIB Employers report of injury/disease form (Form 7) within 3 days of the incident should the employee complete a form 6.

Date of Approval:	September 28, 2016
Date to be Reviewed:	September 28, 2018
Authority:	Chief of EMS Operations



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