

Workplace Accident and Injury Policy	Policy Number: PA-403
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

Purpose: As part of Pinnguaq’s duty to provide a safe work environment and to prevent potential hazards, accidents and injuries that occur in the workplace must be reported by employees.

Policy Statement: Workplace accidents and injuries must be reported to the joint health and safety committee, and documented to prevent future occurrences and protect the health and safety of employees.

1. **Definitions:**

- a. Workplace Injury (non-critical): If a worker needs medical attention or is unable to do their work due to an accident, explosion, fire, or incidence of workplace violence.

2. **Procedure:**

- a. If a worker needs medical attention or is unable to do their work due to an accident, explosion, fire, or incidence of workplace violence, you must file an **Incident Report Form** and submit it to the joint health and safety committee or the health and safety representative.
- b. The notification must be submitted in writing **within four days** of the incident.
- c. The Joint Health and Safety Committee must notify the Ministry of Labour in situations of Death or Critical Injury in writing within 48 hours of the incident.
- d. Joint health and safety committee will meet within seven days, to discuss the incident, conduct appropriate follow up, and to determine future measures of prevention of similar incidents.