

Death or Critical Injury Policy	Policy Number: PA-404
Last Reviewed: 2019/09/01	Next Review: 2020/09/01

Purpose: Pinnguaq is an employer that is covered by the Nunavut Safety Act and the Ontario Occupational Health and Safety Act (OHSA), requiring the organization to notify the appropriate authority when any of the following occur:

- someone is killed or critically injured
- a worker has an occupational illness,
- there is an accident, explosion or fire, or there is an incident of workplace violence and someone is injured and can't do their usual work or needs medical attention,
- or when you do not own the workplace and the joint health and safety committee or health and safety representative makes you aware of a potential structural inadequacy of the building that could be a hazard to workers.

Policy Statement: In the situation of a work related death or serious injury, Pinnguaq will notify the proper authorities.

1. **Definitions:**

2. The Ministry of Labour considers an **injury critical** if:

- 2.1. places life in jeopardy
- 2.2. produces unconsciousness
- 2.3. results in substantial loss of blood
- 2.4. involves the fracture of a leg or arm, including a wrist, hand, ankle or foot
- 2.5. involves the amputation of a leg, arm, hand, foot or multiple fingers or toes
- 2.6. consists of burns to a major portion of the body
- 2.7. causes the loss of sight in an eye

3. **Procedure**

- 3.1. Call 911 in an emergency (and get first aid if needed)
- 3.2. Call **1-877-202-0008 to report the incident** to the Ministry of Labour's Health and Safety Contact Centre. **A report can be made to this number at any time of day.**
- 3.3. Call or tell the joint health and safety committee or health and safety representative about the incident.

- 3.4. Notify the Executive Director.
- 3.5. Notify the Ministry of Labour, **in writing, within 48 hours** of the incident. Make sure to address the notice to “Attention: Director” mail or fax it to the Ministry of Labour regional office closest to the workplace where the incident happened.
- 3.6. Provide the payroll department with information needed to prepare the injured insurance, or the deceased employee's final paycheck in accordance with the law such as any paid time off -- including personal days, sick leave or vacation -- and compensation earned.

4. **What to put in the death or critical injury notice**

- 4.1. The information you need to include in the notice will depend on the type of workplace. Generally, the written notice should include:
 - 4.1.1. the name and address of the employer or, for a dive site, the name and address of the person writing the notice.
 - 4.1.2. a description of what happened and the injuries to the person.
 - 4.1.3. the time and place of the incident.
 - 4.1.4. the name and address of the person who was injured or killed.
 - 4.1.5. names and addresses of all witnesses to the incident.
 - 4.1.6. name and address of the physician or surgeon or other medical practitioner, if any, who attended to the person who was injured or killed.