

# **[Workplace or Farm Name] Incident Reporting and Investigation Policy**

**Amended [Date]**

## **Definition of a Workplace Injury**

- The injury happens at work, on company property or on company business
- The injury requires medical treatment
- The injury may or may not require time away from work

## **Policy**

When an injury happens while working on the farm, first make sure that the injured worker has received any necessary care, including first aid and contacting emergency services (911) if required. Then collect details about the incident including what happened, where it happened, and the names of people who saw the incident.

All incidents resulting in, or with the potential of resulting in, serious injury or property damage must be reported. The purpose of reporting and investigating incidents is to determine the cause of the incident so that recurrences can be prevented.

The injured worker must report the incident to their health care provider and get copies of all necessary forms. This could include a [Physician's Report \(MD\)](#), a [Chiropractor's Report \(8/10c\)](#), or a [Physio Report \(PR\)](#).

The injured worker will also have to complete a [Worker's Report of Injury \(Form 6\)](#). The worker can complete the Form 6 online through [MyWorkplaceNL](#).

The employer must submit the [Employer's Report of Injury \(Form 7\) online](#) through [WorkplaceNL Connect](#) within three (3) days of the injury.

\*The safety information in this policy is to be used in conjunction with all applicable federal and provincial legislation in which all employees should be familiar.

The following incidents must be reported **immediately** to the NL OHS Division 24/7 Accident Report Line by the most senior person onsite at the time of the incident, by calling **(709) 729-4444** or **1(800) 563-5471**:

- When a person is killed from any cause
- When a person is injured from any cause in a manner likely to prove fatal

The following incidents must be reported **within 24 hours** by the owner to the NL OHS Division 24/7 Accident Report Line or online through [WorkplaceNL Connect](#).

A fire, flood or accident at the workplace that causes:

- Unconsciousness
- Fracture of the skull, spine, pelvis, arm, leg, ankle, wrist or a major part of the hand or foot
- Loss or amputation of a leg, arm, hand, foot, finger or toe
- A third degree burn to any part of the body
- Loss of sight in one or both eyes
- Asphyxiation or poisoning
- Any injury that requires admission to the hospital
- Any injury that endangers the life of an employee, unless the injury can be treated by immediate first aid or medical treatment and the person can return to work the following day
- An accidental explosion
- A major structural failure or collapse of a building or other structure
- A major release of a hazardous substance
- A fall from a work area in circumstances where fall protection is required by regulation, whether any person is injured or not.

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All other minor injuries requiring medical attention must be reported **within three (3) days of the incident.**

## Procedure

Close call incidents must be reported to the farm supervisor who will investigate and complete an Incident Report Form ([find a sample incident report form here from Workplace NL](#)).

In the event of an incident that must be reported to the NL OHS Division:

- Do not disturb the scene of the incident, except to protect the injured person, prevent further injuries or protect property that is endangered.
- The supervisor should complete the "Incident Report Form" immediately to ensure the most accurate depiction of the incident.
- An exception is in the case of a person being killed or injured in a manner likely to prove fatal. In such cases, the supervisor shall wait for instructions from the owner before starting an investigation.

Employee Signature:
Date:

Owner and/or Supervisor Signature:
Date:

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