Monday, May 8, 2017

**NAOSH DAY 1: Reporting Workplace Injuries**

Humber is committed to providing a safe work environment for all staff and endeavors to reduce workplace risks that may lead to accidents and personal injury. In the unfortunate circumstance that a work related accident does occur, it is important to know how to respond. The information below outlines the first steps involved in injury treatment and reporting.

**injury treatment:**

If you are injured during the course of your work, obtain medical attention through one of the following options:

1. Humber’s Health Centres, located in LRC 2nd Floor (North) and WEL 202 (Lakeshore), will provide first aid treatment as well as advise whether additional assessment and treatment should be obtained from a doctor or other health care provider.
2. If you require assistance outside of Health Centre hours, or if emergency medical services (EMS) are required, contact Securityat one of the numbers listed below. Security guards are trained in first aid, and can also contact EMS if required.

* **416-675-6622 ext.** **4000** (for emergencies)
* **416-675-8500** (for non-emergencies)

If EMS (911) has already been contacted, inform Security. Security is best equipped to direct EMS to the location on campus where they are needed.

1. Off-Campus Locations: If you are at a location where neither the Health Centre nor Security services are available, seek care from an outside provider such as a local urgent care clinic or family doctor. Obtain a doctor’s note and provide this to your supervisor. If EMS is required, call 911.

**injury reporting:**

All injuries which occur on Humber property or during work-related activities off-campus must be reported to your supervisor and to Health & Safety Services.

* If you sustain a work-related injury, inform your supervisor as soon as possible.
* Once advised of an injury, Supervisors are to complete an [Accident Reporting and Investigation Form](http://hrs.humber.ca/assets/files/health_safety/Accident%20Reporting%20and%20Investigation%20Form.pdf) and fax it to Health & Safety Services at: **416-675-4708 within 24 hours**.
* When notified of an injury, the Humber Health Centres and/or Humber Security will also complete reports which are sent to Health & Safety Services.
* Health & Safety Services will, if necessary, report the injury to the Workplace Safety and Insurance Board (WSIB).

**ONGOING COMMUNICATION**

It is important to maintain ongoing communication with your supervisor, Health & Safety Services, and if necessary the WSIB, during your recovery period. For injuries of a more serious nature, Health & Safety Services will work with you, your doctor and your supervisor to ensure a safe and timely return to work.

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| HR Services | Health & Safety Services  Health & Safety Services is responsible for managing WSIB claims and the Return to Work program at Humber. Questions regarding these programs can be directed to Desta McCalla, Disability and Accommodation Specialist:  extension 4237 or [desta.mccalla@humber.ca](mailto:desta.mccalla@humber.ca) |

Thank you for reviewing this information. Tomorrow’s message will focus on Office Ergonomics in the Humber Workplace.

[HR Services | Health and Safety Services](http://hrs.humber.ca/safety.html)

NAOSH Week is led by the Canadian Society of Safety Engineering (CSSE).

More information about NAOSH Week can be found at [www.naosh.ca](http://www.naosh.ca/) or [www.csse.org](http://www.csse.org).