

Monday, May 1, 2023

# Safety and Health Week - Day 1: Workplace Injuries

Today's topic is Workplace Injuries.

*Welcome to Safety and Health Week! All week long, Occupational Health and Safety Services will be posting health and safety information in the Communiqué. Be sure to keep an eye on these posts, as there will be a chance to win some prizes at the end of the week.*

Humber is committed to providing a safe work environment for all staff and endeavours to reduce workplace risks that may lead to incidents, personal injury, or property damage. If a [work-related incident](#) or injury does occur, it is important to know how to respond. All incidents, whether an injury occurred or not (known as a near miss), must be reported to your supervisor and Occupational Health & Safety Services (OHS).

## 1. Get Help

- If someone is injured, the first priority is to ensure that the person receives first aid or medical attention:
  - If it is an emergency, call 911 and Public Safety (416-675-6622 ext. 4000).
  - If required, first aid can be obtained through Humber's Student Wellness and Accessibility Centre (SWAC) during normal work hours or by contacting Public Safety (416-675-8500 for non-emergencies) at any time.
  - If care is sought from an outside provider such as a local clinic or family doctor, inform the physician that the injury happened at work.

## 2. Report the Incident

- Report the incident to your supervisor as soon as possible.
- Your supervisor is to email the completed [Health & Safety Incident Report Form](#) to OHS ([healthandsafety@humber.ca](mailto:healthandsafety@humber.ca)) within 24 hours.
- OHS will review the incident details to ensure that all hazards have been addressed.
- OHS will submit a claim to the Workplace Safety and Insurance Board (WSIB) and coordinate a return to work plan, if needed.
- During the recovery period, be sure to keep in touch with your supervisor, OHS and, if necessary, the WSIB.