



Procedure Statement:

In the event of an accident or injury within The Flower Cart this procedure outlines the steps to follow.

Definitions:

Accident – an unforeseen and unplanned event or circumstance

Injury – harm or damage that is done or sustained

Procedure:

When either an accident or injury occurs, staff shall inform their immediate supervisor. In the event that the immediate supervisor is not available then inform the Financial Director or designate. A decision regarding the appropriate action to be taken will then be made between staff attending the injured person and the supervisor. Supervisor to notify the Executive Director in as timely a manner as possible, if they are not already involved.

In the event of a **minor accident/injury**, i.e. cuts, bumps, falls, sunburn, etc.:

1. Treat from First Aid kit;
2. Record using Occurrence Report (<..\..\..\Joint Occupational Health and Safety Committees\Flowercart 9412\Forms\Occurrence Report July 2016.doc>)

In the event of a **major accident/injury**, i.e. loss of consciousness, arterial bleeding, eye injuries, etc.:

1. Perform First Aid
2. If person must be taken to hospital, call 911
3. Record using Occurrence Report (<..\..\..\Joint Occupational Health and Safety Committees\Flowercart 9412\Forms\Occurrence Report July 2016.doc>)
4. Record using WCB Form [https://www.wcb.ns.ca/Portals/wcb/Injury_Report_July_2011_editable1%20\(1\).pdf](https://www.wcb.ns.ca/Portals/wcb/Injury_Report_July_2011_editable1%20(1).pdf)

Copies of the Occurrence Report will be filed with HR and the supervisor responsible for the program/department/project the accident/injury occurred in. The completed Workers Compensation Form is given to the Financial Director. The Form shall be given to the Financial Director within three days of the accident occurring.

For Vehicle Accidents:

At the Accident Scene:

1. Do not admit fault, simply collect information
2. Assist the injured
3. Call 911
4. a) Get names and addresses of all witnesses
b) Take pictures
c) Complete accident reports, as applicable (Occurrence Report), and vehicle accident reports (Procedure 295). Give a complete account of accident. Note any failure of other vehicle i.e. no signal lights operating, windshield or windows, ice or snow covered, etc. Note also any traffic lights, yield, or stop signs. Name of street or highway number.

Vehicle accidents, and applicable reports, will be reported to the Executive Director and Financial Director on the day on which they occur. All accidents, including those involving a vehicle will result in an examination of the details surrounding the accident by the supervisor responsible for the area that it occurred in.

In the interests of health and safety, staff are instructed to report all incidents that can be considered a “close call” i.e. an accident could have occurred, to their immediate supervisor. The supervisor will examine each situation that is reported just like an accident and complete and forward the Occurrence Report.



Seizure Report Form - All suspected seizures will be recorded on the Seizure Report form on the day on which they occur. The occurrence of the seizure will be reported to the Supervisor. In the event that the person works at Michelin, they have to leave and cannot return until they are 6 months' seizure free. The Executive Director will need to be notified.

Related Information:

Occurrence Report
295 Vehicle Usage - Vehicle Accident Report
Workers Compensation Form

Contact:

Human Resources Department

Roles and Responsibilities:

Employees

- Treat minor injuries from First Aid Kit
- Complete Occurrence Report for minor and major accidents or injuries and send to Supervisor
- Call 911 for major injuries
- Report close call incidents
- Report vehicle accidents to the Financial Director and Executive Director
- Inform the Executive Director of seizure activity

Supervisors

- Treat minor injuries from First Aid Kit
- Complete Occurrence Report for minor and major accidents or injuries.
- Send completed Occurrence Reports to the Executive Director and HR
- Inform the Executive Director of seizure activity

Executive Director

- In the event of a vehicle accident, complete an investigation into what happened

Financial Director

- When notified of a vehicle accident, contact the insurance company
- Complete the WCB form and submit to WCB

HR

- Receive Occurrence Reports, scan, and save on the server
- Report on Occurrence Reports at the 9412 JOHS meetings

Revision History:

July 10, 1997, July 2010, May 2012