



SARNIA REFINERY

**ONTARIO MINISTRY OF LABOUR NOTIFICATION
AND REPORTING REQUIREMENTS**

Issue Date: October 3, 2014

Revision #: 4 Next Review Date: July 26, 2019

Document Owner: Manager, EH&S

Document Contact: Safety Advisor

STANDARD

Document Number:

4000-ZSD-HMADMISA-008998

SCOPE AND PURPOSE:

To ensure the notification and reporting requirements set forth in Sections 51 – 53 of the Ontario Health and Safety Act are met.

Section 51

Critical Injury or Death

Where a person is killed or critically injured from any cause at a workplace, the constructor, if any, and the employer shall notify a MOL Inspector, a JHSC representative and the trade union, if any, immediately of the occurrence by telephone or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a MOL Director a written report of the circumstances of the occurrence containing the following information:

- Name and address of the constructor and the employer
- Nature and the circumstances of the occurrence and the bodily injury sustained
- Description of the machinery or equipment involved
- Time and place of the occurrence
- Name and address of the person who was killed or critically injured
- Names and addresses of all witnesses to the occurrence
- Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury

Critical Injury Definition

For the purposes of the Act and the Regulations, “critically injured” means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood,
- Involves the fracture of a leg or arm but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

NOTE

In the event of a critical injury, the scene must be preserved. Except for the purposes of saving life or relieving human suffering or preventing unnecessary damage to equipment or other property, no person shall disturb, alter or carry away any wreckage, equipment, device, article or thing at the scene **or connected to the scene** until permission has been given by an inspector. The scene shall be taped off with red DO NOT ENTER tape. All work activity associated with the incident shall be stopped until permission to continue has been given by an inspector.

Section 52

Injury requiring medical attention that disables worker from performing his or her usual work

If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion or fire at a workplace, but no person dies or is critically injured because of that occurrence, the employer shall, within four days of the occurrence, give written notice of the occurrence to a MOL Director, a JHSC representative, and the trade union, if any. The report shall contain the following information:

- Name, address and type of business of the employer
- Nature and the circumstances of the occurrence and the bodily injury or illness sustained
- Description of the machinery or equipment involved
- Time and place of the occurrence
- Name and address of the person suffering the injury or illness
- Names and addresses of all witnesses to the occurrence
- Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness
- Steps taken to prevent a recurrence.

Occupational Illness

If an employer is advised by or on behalf of a worker that the worker has an occupational illness or that a claim in respect of an occupational illness has been filed with the Workplace Safety and Insurance Board by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to a MOL Director, a JHSC representative and the trade union, if any, containing the following information:

- Name, address and type of business of the employer
- Nature and the circumstances of the occurrence and the bodily injury or illness sustained
- Description of the machinery or equipment involved
- Time and place of the occurrence
- Name and address of the person suffering the injury or illness
- Names and addresses of all witnesses to the occurrence
- Name and address of the physician or surgeon, if any, by whom the person was or is being attended for the injury or illness
- Steps taken to prevent a recurrence

Injury requiring medical attention that does not disable worker from performing usual work

A record of an accident, explosion or fire causing injury requiring medical attention but not disabling a worker from performing his or her usual work shall be kept in the permanent records of the employer and include the following information:

- Nature and circumstances of the occurrence and the injury sustained
- Time and place of the occurrence
- Name and address of the injured person
- Steps taken to prevent a recurrence

Section 53

Accident at Project Site

If an accident, explosion, fire, flood or failure of any equipment, machine device or thing, the constructor shall provide notice in writing within two days after the occurrence to a JHSC representative, trade union, if any, and a MOL Director including the following information:

- Circumstances of the occurrence
- Steps taken to prevent recurrence

If a notification is made under Sections 51, 52 or 53 and the occurrence involves a failure of all or part of,

- Temporary or permanent works,
- A structure,
- An excavation wall or similar earthwork for which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it,
- A crane or similar hoisting device,

the constructor or employer shall also provide within 14 days after the occurrence, a professional engineer's written opinion stating the cause of the occurrence.

The following incidents are prescribed for the purpose of Section 53:

- A worker falling a vertical distance of three metres or more.
- A worker falling and having the fall arrested by a fall arrest system other than a fall restricting system.
- A worker becoming unconscious for any reason.
- Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.
- Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.
- Structural failure of all or part of falsework designed by, or required by this Regulation to be designed by, a professional engineer.
- Structural failure of a principal supporting member, including a column, beam, wall or truss, of a structure.
- Failure of all or part of the structural supports of a scaffold.
- Structural failure of all or part of an earth or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench.
- Failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it.
- Overturning or the structural failure of all or part of a crane or similar hoisting device.

Retention of Reports and Records

Reports and records shall be retained for 10 years.

ROLES AND RESPONSIBILITIES:

Safety Advisor Responsible for notification, report preparation and submittal.

Occupational Health Nurse Provides information as required in this standard


EH&S Manager / Designate Responsible for reporting requirements during Safety Advisor's absence

Area Shift Supervisor The Area Shift Supervisor is responsible for critical injury notification during the back shift and weekends. A complete written report will be submitted by EH&S within 48 hours.

MOL Address

Director
Ministry of Labour
217 York Street, 5th Floor
London ON N6A 5P9
Direct Line: 519 646-3255, Toll Free: 1 800 265-1676
General Inquiry: 519 439-2210, Fax: 519 672-0268
OHS Call Centre: Toll Free: 1 877-202-0008

END OF STANDARD

		<u>REVISION LOG</u>	
Date MM/DD/YYYY	Revision	Section	Comment
12/21/2009	Original		Original Issue

04/26/2012	1	MOL Address	Updated MOL contact numbers
		Roles & Responsibilities	Operations Shift Leader role changed to Area Shift Supervisor
06/04/2012	2	Header	Changed Document Owner to VP, Sarnia Refinery and Document Contact to Manager, EH&S
06/26/2012	3	All	Updated format, but content was NOT altered.
07/24/2013	-	Header	Document Owner & Contact Updated. NO content change. (L. Lebert)
09/26/2014	4	All	Added regulatory reference sections 51, 52, 53.
		Section 51	Added requirements when preserving the scene.
		Section 52	Added trade union to list of notification recipients.
		Section 53	Added Section 53 notification requirements.
		Sections 51, 52, 53	Added requirement for Professional Engineer written opinion when occurrence involves equipment failure.
10/03/2014		Record Retention	Changed record retention requirement to 10 years.



The following individuals have approved and signed this document.

UserName: Peter Lynch (plynch)

Title: Mgr EH&S Sarnia

Date: Wednesday, 22 October 2014, 06:44 AM Mountain Time

Meaning:

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