

ACCIDENT REPORTING POLICY

1 PURPOSE

- 1.1 The University is subject to the Quebec *Act respecting Industrial Accidents and Occupational Diseases*, which provides that all accidents sustained by employees during working hours, must be reported to the *Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)*.

2 SCOPE

- 2.1 This policy applies to all employees of the University.

3 POLICY STATEMENT

- 3.1 Any accident, incident or "near miss," no matter how slight the injury or damage, should be reported to the immediate supervisor immediately.
- 3.2 The Accident, Incident & Occupational Disease Report form must be completed by the employee.
- 3.3 The supervisor is responsible for sending the completed Accident, Incident & Occupational Disease Report form to Environmental Health and Safety (EHS) promptly.
- 3.4 The employee must participate in the work accident investigation with his supervisor (if fit to do so).
- 3.5 If medical assistance is provided by a physician, readable copy of the medical documents must be provided to the immediate supervisor or to Benefits.

4 RELATED LEGISLATION AND DOCUMENTS

[Accident, Incident & Occupational Disease Report form](#)

[Act respecting Industrial Accidents and Occupational Diseases](#)