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 (CNE SST).

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