



A Minute for Health & Safety

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Reporting Accidents

When should a Supervisor Accident Investigation Report (SAIR) form be completed?

Whenever an employee has sustained a work-related injury, illness or exposure to a hazardous material, the accident must be reported to their Management Supervisor¹ and a SAIR completed. The form is found at: www.yorku.ca/hr/documents/ewb/Supervisors_Accident_Investigation_Report.pdf

Who completes the SAIR form?

At York, the management supervisor that has the authority to make significant and relevant change(s) has been designated as the person to complete the SAIR. In a Faculty, this would be:

Employee Group	Supervisor Signing SAIR
YUFA *	Dean or Associate Dean
CUPE 3903 *	Chair of the Department
YUSA *, CPM	CPM Manager
Research employee (i.e. grad student)	Principal Investigator (PI)

* For these employee groups, a worker member of the relevant JHSC is to be contacted and included in the accident investigation process. A list of worker members can be found at: www.yorku.ca/dohs/jhsc.html

What are the different Accident Categories on the SAIR form?

Incident: When a work-related accident occurs but first aid or health care is not required and no lost time has occurred.

First Aid: When first aid has been administered at the workplace, due to a work-related accident.

Health Care: When the person is sent for immediate medical care (e.g. hospital or walk-in clinic) or has sought health care on their own (e.g. family doctor), due to a work-related accident/illness.

Lost Time: When the person has left the workplace due to a work-related accident and has not returned the next day. Lost time doesn't start until the day after the incident has occurred.

Critical Injuries: When a person has sustained an injury that places life in jeopardy or results in unconsciousness, loss of sight, substantial loss of blood, burns to a major portion of the body, or fracture/amputation of a leg, arm, hand or foot but not a finger or toe, as defined in the OH&S Act.

Note: Do not transport ill/injured workers who are unable to use their normal means of transportation. Follow guidelines at: www.yorku.ca/hr/documents/ewb/Guidelines_Taxi_Chits.pdf

What is the timeline for reporting an accident?

Any accident should be reported by an employee as soon as possible to their management supervisor. The management supervisor has 24 hours to conduct their investigation and submit the SAIR to the office specified on the form. Critical Injuries need to be reported to Security and/or DOHS *immediately*, so the Ministry of Labour (MOL) can investigate.

¹ The "Management Supervisor" is the person that completes the form since they have authority over the worker, even though the accident may have initially been reported to an "Area Supervisor" which is the person that has charge of the immediate area.