

COMMUNITY LIVING TORONTO

POLICIES AND PROCEDURES
HEALTH & SAFETY MANUAL

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General	OCCUPATIONAL ILLNESS/DISEASE REPORTING	Mar. 13/20
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POLICY

Community Living Toronto, working in partnership with its employees and the Union, is committed to creating and sustaining a culture of health and safety for all employees. The Association will endeavor to provide a safe and healthy workplace through a comprehensive health and safety program in accordance with appropriate legislation, regulations and standards.

Ministry of Labour

As an employer we have a responsibility, as outlined in Section 52 (2) of the Occupational Health and Safety Act, if we are 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, to give notice in writing, within four days of being so advised, to the Ministry of Labour, to the Joint Health and Safety Committee and to the local union. Information and particulars as are prescribed in the Healthcare Residential Facilities Regulation 67/93.

An occupational illness as defined in the Occupational Health and Safety Act (section 1 (1)) is *"a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997"*.

As outlined in Section 52 (3) of the Occupational Health and Safety Act pursuant to subsection (2) applies with all necessary modifications if an employer is advised by or on behalf of a former worker that the worker has or had 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 requirement to submit a report does not necessitate confirmation of an occupational illness, but simply that the employer has been notified about an illness by or on behalf of an employee or Workplace Safety and Insurance Board. When notification is received that an employee has an infection acquired as a result of a workplace exposure, the illness should be considered an occupational illness. As such the reporting requirements must be completed within four calendar days to the Ministry of Labour. Laboratory confirmation is

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not required. Prompt identification of these outbreaks/illnesses should result in an investigation by the JHSC representative and management to decrease the risk of further transmission.

Workplace Safety Insurance Board

A report of Occupational illness/disease should be made through eClaims within 24 hrs. of learning about the employee's workplace illness/disease. The WSIB requires a report when an employee needs treatment from a health professional, or are absent from work, or earns less than regular pay (working fewer hours or being paid less per hour). A copy of the illness report (Form 7) should be made available to the employee. Even if the employee does not need treatment from a health professional, if they require modified work hours or any change in their regular job while recovering from an illness/disease for more than seven days will require a report to WSIB on the eighth day of modified work.

RESPONSIBILITIES

Employee:

- Notify his/her immediate supervisor as soon as reasonably possible of the occupational illness/disease.
- Obtain an Occupational Injury Reporting Kit and follow the directions on the kit.
- Provide a copy of the medical detailing restrictions and limitations (Form 8 or Functional Ability Form [FAF]), if any.
- Participate with the Association's Return to Work Program as needed.

Program Supervisor/Manager or Designate:

- Ensure the appropriate information has been completed, recorded and/ or forwarded as follows:
 - Record incident in the Health & Safety Log.
 - Complete all forms as per the Occupational Injury Reporting Kit.

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- Submit the Workplace Accident Investigation Report to the Health and Safety Department within 24 hours.
- Input all required information in E-claims.
- Assist Health and Safety Department in preparing final Form 7 to be submitted to Workplace Safety and Insurance Board (WSIB), if required.
- Take any necessary follow-up action to prevent further or similar illness.
- Participate with Association's Return to Work Program as needed.

Health and Safety Department:

- Prepare a Section 52 (2) report for Ministry of Labour containing on all the information as required in Section (5) of the Ont. Regulation 67/93: Healthcare and Residential Facilities
- Provide a modified version of the Section 52 (2) report (minus any confidential information) to the:
 - Co-chairs Joint Health & Safety Committee
- Comply with Association's Return to Work Program as needed.
- Report the Form 7, if any, to the WSIB within three (3) days.
- Initiate the Association's Return to Work Program as needed.

Regional Executive Director/Director:

- Notify the Chief Executive Officer (CEO) immediately.
- Confirm that the Association has met the Ministry of Labour reporting requirements.
- Follow-up with additional information as required.
- Upon inspection by the Ministry of Labour, ensure the following employees are made available:
 - Certified worker, member of the Joint Health & Safety Committee who does not work at the site involved.
 - The appropriate Program Supervisor/Manager.

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- Any witness(es) with their name(s) and phone number(s).

Joint Health & Safety Committee:

- Partner with the Ministry of Labour inspector to investigate the Occupational Illness by investigating the site and interviewing staff as necessary.
- Document pertinent information related to or leading up to the Occupational Illness using the Employee Critical Injury and Incident Investigation Guidelines.
- Post all required Ministry of Labour Field Visit Reports or Notice of Compliance as appropriate on the Health and Safety board.
- Keep the CEO apprised of the results of the investigation and response from the Ministry of Labour.

Related Documentation

Occupational Injury Reporting Kit (Under Forms library/Health and Safety folder on SharePoint)

Employee Critical Injury and Incident Investigation Guidelines (Under Forms library/Health and Safety folder on SharePoint)

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