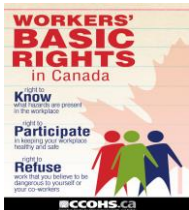


# NU Monthly Safety Newsletter

November 2023

## Rights of workers

1. The right to know about health and safety matters.
2. The right to participate in decisions that could affect their health and safety.
3. The right to refuse work that could affect their health and safety and that of others.



## What to do when an incident occurs:

- Call 911 if it is a critical injury.
- Seek/administer first aid or notify campus security or one of the campus first aid designates.
- Complete an incident report via the campus health and safety website as soon as you can.
- Notify your immediate supervisor of the incident.

## Examples of workplace incidents:

- An employee not wearing proper PPE.
- Slips and fall on icy surfaces.

An infographic titled "4 MOST COMMON SAFETY INCIDENTS IN THE WORKPLACE". It lists four categories with icons and risk reduction tips:

- 1 SLIPS, TRIPS & FALLS**: HOW TO REDUCE RISK: Require employees to wear slip resistant shoes; Avoid creating obstacles in aisles & walkways; Ensure proper lighting.
- 2 STRAINS & SPRAINS**: HOW TO REDUCE RISK: Practice ergonomic controls like eliminating or reducing awkward postures; Perform administrative controls like stretching, job rotation & frequent breaks.
- 3 STRUCK OR PINCHED**: HOW TO REDUCE RISK: Establish routes for employees & fork lifts; Perform lockout-tagout to ensure machines are shut off properly; Identify pinch points.
- 4 BURNS & ABRASIONS**: HOW TO REDUCE RISK: Provide proper chemical handling training; Require PPE (personal protective equipment); Enforce proper machine guarding.

## Incident or Injury Reporting Timeline:

- The health and safety team is required to report all critical injury like a broken bone, excessive loss of blood etc., to the Ministry of Labour within 48 hours of its occurrence.
- If an incident requires medical attention (ER, Clinic, family physician or health professional), the health and safety team have 3 days from when the incident report was submitted to report this incident to WSIB.

*N/B: Late fees may be applicable.*

## IN CASE OF INJURY OR ILLNESS AT WORK

- 1 Get medical help**  
Your employer is responsible for providing first aid. Go to the doctor or hospital if you need treatment. Your employer pays for your transportation.
- 2 Document**  
Tell your employer about your injury or illness. They investigate and keep a record of what happened.
- 3 Report to the WSIB**  
Employers must tell us within three days if an injury or illness happens. You can report by submitting Worker's Report of Injury/Illness (form 6).
- 4 Work together**  
We work with you and your employer to help you recover and return to work safely and at the right time.

Questions? We're here to help.  
Call us at: 1-800-387-0750 | TTY: 1-800-387-0050  
For details visit [wsib.on.ca/reporting](https://www.wsib.on.ca/reporting)

wsib  
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