SAMPLE WORK RELATED ACCIDENTS POLICY

PURPOSE

To set out the policy and procedures aimed at mitigating and dealing with work-related accidents.

POLICY

The First Nations Health Organization shall take all steps necessary to ensure that every reasonable precaution is taken to prevent accidents stemming from work related activities which might result in injury or harm to themselves or others.

POLICY APPLICATION

1. The Director of Health and employees assume direct and continuing responsibility for:
    * Maintenance of safe conditions.
    * Prompt reporting for correction of hazardous conditions and practices affecting persons,
    * Activities or facilities under their jurisdiction.
    * Performance of all other specifically assigned accident prevention responsibilities.
    * Compliance with safety rules and the instructions of the organization.
    * Use of all required safety devices, safeguards, and personal protective equipment.

2. It shall be the responsibility of the employees to advise the Director of Health and/or immediate supervisor of medical problems and the procedures to be followed in the event of an emergency (i.e.: Asthma attack).

3. It shall be the responsibility of the Director of Health to ensure that employees are aware of Federal and/or Provincial safety standards.

4. On becoming aware that an accident involving injury to an employee or other persons has occurred, the Director of Health is responsible for taking the necessary steps in dealing with the victim of the accident:
    * Ensuring first-aid is administered.
    * Transporting the victim to a medical facility if required.
    * Notifying next of kin in extreme accident cases.

5. The Director of Health shall maintain accurate records of all accidents occurring within the Health Organization, its grounds, or work-related activities. An Accident Report form is to be provided for each accident.

6. The accident report shall be completed within twenty-four (24) hours of the accident-taking place, and in extreme cases a report will be made to the Health Board.