

Unifor Procedures for Reporting Critical Injuries or Fatalities in the Workplace

If any person, whether a worker/Unifor member or not, has been made ill, critically injured, or killed at the workplace, the employer and the constructor, if any, must immediately notify the appropriate government Occupational Health and Safety Board or Ministry, the Joint Health and Safety Committee (or health and safety representative) and the Union.

The Unifor National office requests that you notify all of the following within 24 hours of such an occurrence:

- The local **National Representative**,
- **The National Health and Safety Department**, and
- **The Assistant to the President** responsible for the sector,

In Quebec, please notify the **National Representative and Quebec Director**.

The notification should include the name of the person or persons killed, made ill or critically injured, the circumstances of the occurrence, and any other relevant information. The Local Union/Workplace Representative should be in communications with the worker or their family.

We remind you that **Unifor's definition** of a critical injury is as follows:

A critical injury is any injury of a serious nature that:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm, foot or hand, or a finger or toe
- involves the amputation of a leg or arm, foot or hand, or a finger or toe
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

Please contact the National Health and Safety Department at 1 800-268-5763 or at healthandsafety@unifor.org for more information on this or any other topic related to this matter

Some key points to consider when dealing with a fatality, critical injury or occupational disease:

1. Has the ill/injured worker been given treatment to alleviate the pain or other symptoms?
2. Has the relevant Ministry of Labour been notified?

3. Has the victim's family been notified?
4. Has the Health, Safety and Environment Department (healthandsafety@unifor.org) been notified?
5. Is the union investigating the causes and background events related to the causes?
6. Has the workplace JHSC made recommendations to control the hazards that lead to the illness/injury/fatality?
7. Has the employer responded to JHSC recommendations?
8. Has a worker's compensation claim been filed?
9. Is the union helping the worker/family with the claim and aiding in procuring documentation in order to substantiate the claim?
10. Is the worker's family affected by the worker's exposure? Is there secondary exposure by family members?
11. Is the ill or injured worker or their family communicating with the union or reaching out for help?
12. There are many questions often coming from the victim's family that need to be answered by the employer. The union must ensure that the responsible party answers the questions asked related to the illness/injury/fatality.

We encourage all of our Unifor Health and Safety Representatives to enroll in our Unifor Accident and Incident Investigation course. For schedules and a list of courses please visit our website: <https://www.unifor.org/resources/education/courses>

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