



Policy Code – Version: H15 – V1	
Policy Name: Workplace Injury and Illness	
Approved by motion of Board on	27/06/2011
Cross Reference H13 - Occupational Health and Safety	
Related Forms	

Policy Statement

1. The Ottawa Student Transportation Authority (OSTA) shall comply with the Workplace Safety and Insurance Act with respect to occupational injury and illness sustained by employees of OSTA.
2. Employees shall seek out and receive first aid treatment from an OSTA First Aid Attendant as soon as safely possible and take action for further treatment as referred by the First Aid Attendant.
3. Employees shall report all workplace incidents resulting in injury or illness to their supervisor or a supervisor on duty as soon as reasonably safe.
4. OSTA shall establish and communicate procedures for the response to workplace injury and illness, the reporting of injury and illness arising out of or in the course of employment, the management of workers' compensation claims, and the early and safe return to work of occupationally injured or ill employees.
5. OSTA shall ensure that all workplace injuries and illnesses (including those requiring only first aid) are investigated within 1 work day by a supervisor without placing blame to determine underlying causes and recommend corrective actions to help in the prevention of further work-related incidents or accidents.