



POLICY ON THE REPORTING, INVESTIGATION AND MANAGEMENT OF INJURIES AND NEAR-MISSES

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Approval Authority: Vice-President,
Services and Sustainability

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VPS-43 – October 20, 2004

Policy Number: VPSS-42

SCOPE

This Policy applies to all Members of Concordia University (the “University”) Community and Third Parties (as such terms are defined below), who are involved in Sanctioned Activities (as defined below), and that have:

1. suffered an Injury (as defined below); or
2. observed or experienced a Near-Miss (as defined below).

PURPOSE

This Policy sets out the requirements for the reporting, investigation and management of Injuries and/or Near-Misses that occur during Sanctioned Activities.

Injuries and Near-Misses must be reported and investigated in order to ascertain compliance with applicable safety regulations, practices, directives and/or policies; and to assist the University in taking appropriate steps to remedy hazardous conditions to prevent recurrence, when applicable.

Among other applicable laws, this Policy is in compliance with the [Act Respecting Occupational Health and Safety, CQLR, chapter S-2.1](#) and the [Act Respecting Industrial Accidents and Occupational Diseases, CQLR, chapter A-3.001](#) as well as their related regulations.

DEFINITIONS

For the purpose of this Policy, the following definitions shall apply:

“After Hours” means the time from 23:00 to 07:00 Monday to Friday and from 21:00 to 07:00 on Saturday, Sunday, and Statutory Holidays as such term is defined in the *Policy on Hours of Operation, Access Outside the Hours of Operation and Working Alone or in Isolation* ([VPSS-4](#)).

**POLICY ON THE REPORTING, INVESTIGATION AND MANAGEMENT OF INJURIES
AND NEAR-MISSES**

Page 2 of 6

“Agency Inspector” means a governmental agency representative mandated to verify compliance with federal, provincial or municipal laws and regulations regarding occupational health and safety.

“Employee(s)” means any full-time, part-time or temporary employee of the University, including, but limited to, staff and faculty.

“Injury(ies)” refers to either an occupational disease (as defined below), or any physical or psychological harm arising out of or in the course of an accident.

For the purposes of the present Policy, an accident refers to as sudden and unforeseen event, attributable to any cause, arising out of or in the course of a Sanctioned Activity and resulting in an Injury; and an occupational disease refers to a disease contracted out of or in the course of work and characteristic of that work or directly related to the risks peculiar to that work.

“Material Damage(s)” means physical loss, damage or destruction of property or contents.

“Member(s) of the University Community” means any Employee or Student of the University.

“Near-Miss(es)” means the occurrence of an event arising out of or in the course of a Sanctioned Activity attributable to any factor that:

- a. could have caused an Injury; or
- b. caused or could have caused Material Damage.

“Sanctioned Activity(ies)” means any activity authorized by the University, including, but not limited to, working, conducting research, partaking in academic activities, visiting, volunteering, which is performed on or off University Premises (as defined below).

“Significant Event(s)” means the occurrence of an event that resulted in:

- a. the death of a Member of the University Community or a Third Party;
- b. the loss or loss of usage of a limb or of part of a limb, or a significant physical trauma suffered by a Member of the University Community or a Third Party;
- c. significant Material Damage.

POLICY ON THE REPORTING, INVESTIGATION AND MANAGEMENT OF INJURIES AND NEAR-MISSES

Page 3 of 6

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students exchange students, stagiaire and interns.

“Temporary Work Assignments” mean tasks temporarily assigned to an Employee who has suffered an Injury that can reasonably be carried out by the Employee until they can perform all of the duties and responsibilities of their position.

“Third Party(ies)” means an individual who is not a Member of the University Community and who visits or volunteers on University Premises, or who is hired by an employer other than the University to provide services or carry out work on University Premises.

“University Premises” means any indoor or outdoor space that is owned or leased by the University where University Sanctioned Activities occur.

POLICY

Reporting Requirements

1. All Members of the University Community must report all Injuries and Near-Misses, as outlined in the University’s [Injury and Near-Miss Reporting Procedure](#), to their supervisor or instructor, or to Campus Safety and Prevention Services (“CSPS”), as applicable.

Roles and Responsibilities

2. Employees must:
 - a. report all Injuries and Near-Misses immediately or as soon as practical, in accordance with [section 1](#);
 - b. in the case of an Injury requiring medical attention, inform the physician that the Injury is work-related;
 - c. attend all follow-up medical appointments as required by the physicians/therapists;
 - d. provide medical documentation to EHS following all medical appointments;
 - e. report Significant Events immediately to CSPS;

**POLICY ON THE REPORTING, INVESTIGATION AND MANAGEMENT OF INJURIES
AND NEAR-MISSES**

Page 4 of 6

3. Students must:
 - a. report all Injuries and Near-Misses immediately or as soon as practical, in accordance with [section 1](#);
 - b. report the Injuries and Near-Misses to CSPS before leaving the University Premises if their instructor is not present, or if the Injury or Near-Miss occurred After Hours;
 - c. report Significant Events immediately to CSPS.

4. Supervisors and instructors must:
 - a. ensure all Injuries and Near-Misses are reported in accordance with the University's [Injury and Near-Miss Reporting Procedure](#);
 - b. complete Injury and Near-Miss pre-investigation reports within 24 hours;
 - c. participate in Injury and Near-Miss investigations;
 - d. participate in the establishment of Temporary Work Assignments and conduct the appropriate follow-up until the termination of the Temporary Work Assignments, as applicable.

5. Third Parties must:
 - a. report, or have someone report on their behalf, all Injuries and Near-Misses to CSPS;
 - b. complete the University's [Injury and Near-Miss Report Form](#) within 24 hours, or as soon as practical, following the Injury or Near-Miss.
 - c. report Significant Events immediately to CSPS.

6. Campus Safety and Prevention Services
 - a. provide first aid and emergency response services;
 - b. assist Third Parties in reporting Injuries, Near-Misses and Significant Events;
 - c. report Injuries, Near-Misses and Significant Events to EHS;
 - d. preserve the scene of a Significant Event, and, if needed, the scene of an Injury or Near-Miss.

**POLICY ON THE REPORTING, INVESTIGATION AND MANAGEMENT OF INJURIES
AND NEAR-MISSES**

Page 5 of 6

7. Health Services
 - a. inform Members of the University Community who seek medical attention following an Injury that they must follow the University's [Injury and Near-Miss Reporting Procedure](#).

8. Environment Health and Safety
 - a. ensures that Members of the University Community are informed of their obligation to report all Injuries, Near-Misses and Significant Events;
 - b. ensures that any Injury, Near-Miss or Significant Event is investigated;
 - c. communicate and/or report on the occurrence of an Injury, Near-Miss or Significant Event, as required, to the appropriate stakeholders within the University and/or government authorities;
 - d. maintains a first aid and emergency medical register in accordance with government regulations;
 - e. develops and implements the [Injury and Near Miss Reporting Procedure](#) to ensure consistent investigation and documentation, and follow-up on corrective actions;
 - f. manages the [Injury compensation claims of Employees](#);
 - g. manages Temporary Work Assignments;
 - h. performs statistical analysis of Injuries, Near Misses and Significant Events, and causal factors to determine trends and to elaborate prevention programs.

Agency Reporting

9. EHS shall report all Significant Events by the most rapid means of communication and within 24 hours to all relevant government agencies, including, but not limited to the:
 - a. [Commission des normes, de l'équité, de la santé et de la sécurité du travail \(CNESST\)](#);
 - b. [Canadian Nuclear Safety Commission](#);
 - c. [Public Health Agency of Canada](#).

10. The scene of a Significant Event shall remain unchanged until it has been investigated by an Agency Inspector, except in cases where leaving the site unchanged could cause further Injury or Material Damages.

**POLICY ON THE REPORTING, INVESTIGATION AND MANAGEMENT OF INJURIES
AND NEAR-MISSES**

Page 6 of 6

Policy Responsibility and Review

11. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Vice-President, Services and Sustainability.