

WORKPLACE ACCIDENT REPORTING PROCEDURES

~ For NOSM Residents ~

Resident Responsibility

- Report any injury or incident (exposure) to Supervisor Immediately as well as the Occupational Health Department or site specific coordinator (PGE Medical Learner Advisor or Site Administrative Coordinator).
- Seek appropriate medical attention.
- Complete NOSM's injury/Incident Reporting Form and submit it to hr@nosm.ca or fax to 705-671-3880.
- If the injury is a needle stick or fluid splash, see your site specific Occ Health Dept or Coordinator to determine if additional forms are required.
- Complete WSIB Form 6 and submit to WSIB.
- Complete any additional forms as required, if necessary. E.g. Functional Abilities Form (FAF).
- Maintain contact with WSIB and NOSM HR designate providing information/updates until file is closed.
- Contact supervisor and NOSM HR designate immediately if injury reoccurs.

Supervisor/Preceptor Responsibility

- Complete NOSM's injury/Incident Reporting Form in conjunction with Resident.
- Complete the investigation with the resident and discuss corrective measures.
- Ensure that the resident receives appropriate medical attention.

NOSM HR Delegate Responsibility

- Connect with Resident for status of injury and to gather any missing required information.
- Generate and submit the WSIB Form 7 and WSIB Worker's Exposure Incident Form (if applicable) to WSIB.
- Claims Management: NOSM designate will monitor the injury and close the file upon Resident returning to work in a full time capacity.
- Maintain contact with worker and WSIB adjudicator.

Resident Rotation (Site Specific) Responsibility

- Provide NOSM's Injury/Incident Reporting and if applicable, WSIB Worker's Exposure Incident Form to the Resident.

Any questions can be sent to: hr@nosm.ca