



FIRE/EMERGENCY PROCEDURES CRITICAL INJURY REPORTING FOR CUS



Hamilton-Wentworth Catholic District School Board
Believing, Achieving, Serving

PURPOSE

- Strict Fire Prevention department
- Revising fire plan to add after hour user duties
- Reduce or elimination Fire Code infractions and prepare for emergencies



OFC FINES



- Contraventions of the Ontario Fire Code may result in prosecution and fines for the Board, The Director of Education and / or the individual liable of the offence.
- An individual convicted of an offence is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year, or both.
- A corporation (i.e. Hamilton-Wentworth Catholic District School Board) convicted of an offence is liable to a fine of not more than \$100,000.
- A Director or Officer of a corporation who knows that the corporation is violating or has violated a provision of the Ontario Fire Code and convicted of an offence is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both.



BOARD FIRE PLAN-PAGE 1

- Duties of Staff, Students and Visitors
- “There shall be a responsible party available at all times to perform the duties of supervisory staff as referred to in the Plan. The duties and responsibilities contained in the Plan are to be delegated to those persons responsible for all activities held in the school/building. All supervisory staff and other occupants shall read the Plan so that they are aware of their responsibilities for fire safety.



BOARD FIRE PLAN

- **After hours user's responsibilities:**
- Community Use or School (CSU) department will ensure a copy of this plan is provided to every after hour user. The users will submit **written acknowledgment of receiving the plan to the CSU department.**
- Representatives from each after hour user group must participate in **annual training** of this plan. Content of the training must then be communicated to all user groups through the representative.
- After hour users are responsible to create their own plans for evacuation of persons with disabilities.
- Every after hour user is expected to carry a form of communication e.g. cell phone to facilitate a call to 911 if required.



EXITS AND EXIT DOORS PAGE 7

- Access to exits, which include corridors used by the public, exits and outside areas, shall be maintained free of obstructions.



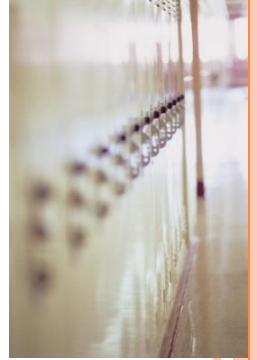
FIRE SEPARATION DOORS PAGE 7



- Fire Separation doors shall not be blocked or wedged open at any time.



OCCUPANCIES IN CORRIDORS



- Activities that create a hazard such as bake sales and classroom activities and that were not intended for the original design of the building shall not be carried out in a corridor.
- Corridors shall not be used for the placement or storage of combustible items such as desks, chairs, furniture and stationery supplies.



CRITICAL INJURY REPORTING

Notice of death or injury (OHSA)

51. (1) Where a “person” is killed or critically injured:

- from any cause at a workplace, the constructor, if any, and the employer shall notify an inspector, and the committee, health and safety representative and trade union, if any, immediately of the occurrence by telephone, telegram or other direct means and the employer shall, within forty-eight hours after the occurrence, send to a Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe.



DEFINITION

O. Reg. 834/90 defines a critical injury as life threatening events that result in a:

- *Loss of consciousness;*
- *Substantial loss of blood;*
- *A fractured leg or arm; but not finger or toe*
- *Loss of leg, arm, hand or foot; but not finger or toe*
- *Burns to the majority of a human body; and*
- *Loss of vision.*

These injuries may be open for interpretation.

The general guiding philosophy in each workplace should be embraced as:

“when in doubt – report”



HOW TO CALL

- Call Kim Palango or the OHS Manager at **289-244-0617** so we can call the MOL and a worker rep.
- If you cannot reach us then call the Principal or VP. Do not wait!
- On Nov. 1, 2010, the Ministry of Labour launched a Health & Safety Contact Centre, which allows anyone, anywhere in Ontario to call one number to report a workplace health and safety incident, critical injury, fatality or work refusal. The public can also call that number if they suspect unsafe work practices or for general inquiries.
- **1-877-202-0008** – The number operates 24 hours a day, seven days a week.



SECURE THE SCENE

Preservation of wreckage

(2) Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of,

(a) saving life or relieving human suffering;

(b) maintaining an essential public utility service or a public transportation system; or

(c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector.

R.S.O. 1990, c. O.1, s.51



BLEACHER REMINDER

- Only Trained and Authorized personnel may operate bleachers!



QUESTIONS?

- Thank you for coming!

