

	<h1>Policy</h1>	Policy #: POL623
Title: Workplace Injury & Illness		
Section: Human Resources	Approved Date: April 16, 2013	Revised

Associated Documents: TSP623-Workplace Injury and Illness Procedure; TSP623A-Record of First Aid Treatment form; TSP623B-First Aid Kit Inspection Record form; TSP623C-STEO Employees Trained in CPR/First Aid form

1. Student Transportation of Eastern Ontario (STEO) shall comply with the Workplace Safety and Insurance Act with respect to occupational injury and illness sustained by employees of STEO.
2. Employees shall seek out and receive first aid treatment from a STEO 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. STEO 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. STEO shall ensure that all workplace injuries and illnesses (including those requiring only first aid) are investigated within 1 (one) 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.