

**APPENDIX A: DEFINITIONS USED FOR STATISTIC REPORTING****New Case:**

Only new cases are recordable. Work related injuries and illnesses are considered to be new cases when the worker has never reported similar signs or symptoms before, or when the worker has recovered completely from a previous injury or illness and workplace events or exposures have caused the signs or symptoms to reappear.

**Work Related:**

An injury or illness is work related if the event or exposure in the workplace either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness, unless one of the following exceptions applies:

- At the time of the injury or illness, the worker was present in the work environment as a member of the general public rather than as a worker.
- The injury or illness involves signs or symptoms that surface at work but result solely from a non-work related event or exposure that occurs outside the workplace.
- The injury or illness results solely from voluntary participation in a wellness program or in a medical, fitness, or recreational activity such as blood donation, physical examination, flu shot, exercise class, sports activity. Where the event is company sponsored the participation must be perceived by the worker to be voluntary for this exception to apply.
- The injury or illness is solely the result of a worker eating, drinking, or preparing food or drink for personal consumption, whether bought on the PCBU's premises or brought in. For example, if the worker is injured by choking on a sandwich while in the PCBU's workplace the case would not be considered work-related.

Note: If the worker is made ill by ingesting food contaminated by workplace contaminants, such as lead, or gets food poisoning from food supplied by the PCBU, the case is considered to be work related.

- The injury or illness is solely the result of a worker doing personal tasks, unrelated to their employment at the workplace outside of the workers assigned working hours.

Note: assigned working hours includes overtime.

- The injury or illness is solely the result of personal grooming, self-medication for a non-work related condition, or is intentionally self-inflicted.
- The injury or illness occurs whilst commuting to or from the normal place of work or first stop unless it is company mandated transport.
- The illness is the common cold or flu.

Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, are considered work related if the worker is infected at work.

- Injuries or illnesses are not considered work related if they occur while the worker is on a personal detour from a reasonably direct route of travel, e.g. has taken a side trip for personal reasons.

- When a traveling worker checks into a hotel, motel, or into another temporary residence, they establish a 'home away from home'. When the worker checks into the temporary residence, they are considered to have left the workplace. When the worker begins work each day, they re-enter the workplace.
- If the worker has established a "home away from home" and is reporting to a fixed workplace each day, injuries or illnesses are not considered work related if they occur while the worker is commuting between the temporary residence and the workplace.

### Medical Treatment Case

Medical treatment means the management and care of a patient to combat disease or disorder. It also includes any work- related case involving: cancer, chronic irreversible disease, a fractured bone requiring medical treatment, or a punctured eardrum.

Medical treatment does not include:

- Visits to a physician or other licensed health care professional solely for observation or counselling
- The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes e.g. eye drops to dilate pupils' or first aid as defined below.

### First Aid Injury

Any minor injury requiring first aid treatment but not treatment considered to be in the province of a physician.

First aid means the following:

- Using a non-prescription medication at non-prescription strength, for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes
- Administering tetanus immunizations, other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment
- Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, plasters, gauze pads, etc.' or using butterfly bandages or steri-strips, other wound closing devices such as sutures, staples, etc. are considered medical treatment
- Using hot or cold therapy
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes
- Using temporary immobilization devices while transporting an accident victim e.g., splints, slings, neck collars, back boards, etc.
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister

- Using eye patches
- Removing foreign bodies from the eye using only irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Using finger guards
- Using massages, physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes or
- Drinking fluids for relief of heat stress.

### Lost Time Injury

All work related recordable injury or illness where the injured person is deemed medically unfit for any work as a result of the recordable work related injury or illness.

- This does not include the day on which the injury or illness occurred e.g. to be classified as a lost time injury, must result in absence from work for at least one scheduled day or shift, following the day or shift when the injury occurred.
- If it is unclear as to whether it is an LTI or whether a person should have returned to work or not, QLDC relies on recommendation from a medical professional for determining “days away from work”.
- Does not include restricted work or fatalities.

### Restricted Work Injury

Work is considered restricted when, as a result of a work related injury or illness:

- The PCBU keeps the worker from performing one or more of the routine functions of their job functions that the worker regularly performs at least once per week, or from working the full workday that they would otherwise have been scheduled to work, or
- a physician or other licensed health care professional recommends that the worker not perform one or more of the routine functions of their job, that they would otherwise have been scheduled to work.
- NOTE 1: A case is not recordable as a restricted work injury if the worker experiences minor musculoskeletal discomfort, a health care professional determines that the worker is fully able to perform all of their routine job functions, and the PCBU assigns a work restriction to that worker for the purpose of preventing a more serious condition from developing
- NOTE 2: Restricted work activity limited to the day of injury does not make the case recordable.
- NOTE 3: Includes job transfers if due to medical restrictions

### Serious Occurrence

Any Incident or Near Miss that had the potential to cause a Notifiable Event, serious damage to assets, loss of containment or damage to reputation.

## Injury prevention

QLDC encourages the early reporting of pain and discomfort. Most muscle discomfort and pain is harmless and clears up on its own, and often it has nothing to do with work or injury. Early attention to pain and discomfort at work is the best approach. If at any stage you are concerned, consult a medical professional. As part of QLDC's commitment to injury prevention there are modified or suitable meaningful tasks that can be performed until normal duties can be resumed.

The worker and supervisor must complete and agree on this management plan together. If after five working days pain/discomfort continues then referral to a medical professional is strongly advised.