

## Sample Accident Investigation Policy

Subject: <b><i>Accident/incident Reporting and Investigation</i></b>	Policy Number:
Section: <b><i>Health and Safety</i></b>	Issue Date: <i>August 2004</i>
Sub-section: <b><i>Employee Safety</i></b>	Revision Date: August 2005
Approved by Executive Director: _____	Page: 1 of 3

# Accident/ Incident Reporting and Investigation

### Purpose:

To outline the procedure for reporting accidents and incidents.  
To provide information that will ensure effective investigations of work related incidents and injuries which will promote the reduction or elimination of future incidents.

### Responsibilities

#### **Employees:**

All employees are responsible to report occupational accidents, illnesses, incidents, hazardous conditions, near misses, and non-injury property damage.  
All employees are to be familiar with the procedures for reporting occupational accidents, illnesses, incidents, hazardous conditions and near misses through orientation by their Supervisor.

All accidents, illnesses and incidents, near misses, and hazardous conditions no matter how slight must be reported and all work related incidents must be reported to your supervisor immediately if a visit to a Dr. has occurred or is likely to occur.

#### **Supervisors:**

Supervisors are responsible for initiating investigation of all work related incidents using Form LAP002 (Incident Reporting and Investigation). Completed forms must be forwarded to HR within 48 hours in order to prepare and submit the Form 7 to WSIB within 3 days.

#### **HR Department:**

The Human Resources department will be responsible for completing and submitting the Form 7 to WSIB by fax within 3 days of learning of the injury. A copy of the Form 7 and LAP002 will be sent to the Co-chair of the JHSC for review at next meeting. A copy of the Form 7 is to be provided to the injured employee.

#### **JHSC:**

Duties will include reviewing reports and preparing recommendations of preventive and corrective actions where deemed necessary. Worker members of the JHSC will follow up on corrective action, if appropriate, during monthly inspections.

### Reporting Procedures

#### ***Definitions***

- An injury that does require professional medical treatment or lost time from work will be classified as an *accident*.

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- An injury or illness that does not require professional medical treatment or lost time from work will be classified as an *incident*.
- A situation, which could have potentially resulted in an accident or incident but did not, will be classified as a *near miss*.
- A situation that is identified as having the potential to cause an accident, incident or near miss will be considered a *hazardous condition*.
- An *illness* will be defined as any disease resulting from exposure to a substance relating to a particular process, trade or occupation or a disease characteristic of a particular process, trade or occupation.
- All injuries, which require first aid treatment only, must be recorded in the first aid log book. This book will be kept with the first aid kit.
- *Non-injury property damage* is defined as any damage of property and/or and equipment.

### ***Critical or Fatal Accident Investigation***

If a person is killed or critically injured, or an accident, explosion or fire causes injury to a person whereby the person is disabled from performing his or her usual work or requires medical attention, a formal accident investigation will be held.

- In the case of death or critical injury, immediate notice is to be given to a Ministry of Labour Inspector and the Joint Health & Safety Committee. An investigation is to be conducted immediately and a written report is to be presented to a Ministry of Labour Director within 48 hours by the Manager and Executive Director in consultation with the certified members of the JHSC

### **Non-Critical Injury:**

- Where an accident or explosion or fire causes injury to a person, whereby the person is disabled from performing his/her usual work or requires medical attention, an investigation is to be conducted within 48 hours and the supervisor shall give notice in writing to the Joint Health & Safety Committee within 4 days of the occurrence.
- It will be the responsibility of the injured employee's supervisor to set up the accident investigation meeting. Those required to attend an investigation are the injured employee (where capable), the employee's supervisor, a member from the Joint Health & Safety Committee and a Ministry of Labour Inspector (when required).
- It will be the option of the investigating committee to have any other personnel who may contribute to the investigation, e.g., engineers or department managers to attend the formal investigation. The Health & Safety co-chairs will investigate and report the results. The injured employee's supervisor will be responsible for the completion of any recommendations and/or preventive actions.

### ***Investigation Procedure***

- In the event of an accident, no person shall interfere with, disturb, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by the investigation team. The only exceptions are to save a life or relieve human suffering, maintaining an essential public utility

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service or transportation system, or preventing unnecessary damage to equipment and other properties.

- All accident/incident/hazard investigations should commence immediately and be completed within 24 hours. In exceptional circumstances, 48 hours is acceptable. A statement from the injured person may be collected at a later date if necessary.
- All relevant points brought out during the investigation must be accurately recorded.
- The investigation team must identify all the contributing factors including the people, equipment, materials, environment and/or process to determine which conditions and circumstances contributed to the accident.
- Identifying the contributing factors may include direct observations and interviews with both the employee and any witnesses.
- The supervisor and Joint Health & Safety member (workers) shall summarize the information gathered, propose an action plan and provide copies to the employees, Executive Director/CEO and co-chairs of the Joint Health & Safety Committee.
- The supervisor must ensure the proposed action is implemented to prevent further accidents. If the solution is beyond the authority or resources of the supervisor, they must make the Executive Director/CEO aware of the problem and put interim procedures in place. The hazards identified in the investigation process must not be allowed to remain without attention while proposed action is pending.
- The Joint Health & Safety Committee will review data from Accident/Incident Report and Investigation forms, monitor trends and make recommendations to the Executive Director/CEO on appropriate preventative strategies and priorities in health and safety.
- The Executive Director/CEO will review Accident/Incident Report and investigation forms and ensure appropriate action has been taken.

### ***Records***

An annual summary of all accidents, costs and trends will be compiled and submitted to the JHSC, Executive Director and BOD. Copies of the Accident/Incident Report and Investigation forms will be kept on file for a period of 5 years following the occurrence.

### **Review and Revision**

This policy shall be reviewed and revised as required on an annual basis by the JHSC and the HR department.