

**CATEGORY:** Human Resources

**POLICY NO.:**

**SUBJECT:** Occupational Health & Safety  
Incident and Injury Investigation Policy

**PAGES:** 6

**APPROVED BY:** Click here to enter text

**DATE:** 13-Sep-17

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## PURPOSE

Click here to enter text. will ensure all work-related injuries and incidents are investigated and root causes are identified to prevent future occurrences.

## DEFINITIONS

### Critical Injury

A Critical Injury is an occupational injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves a fracture of a leg or arm, but not finger or toe;
- Involves the amputation of a leg, arm, hand or foot but not finger or toe;
- Consists of burns to a major portion of the body; or
- Causes loss of sight in an eye.

### Fatality

An injury resulting in loss of human life.

### Fire/Explosion

An event where undesired combustion occurs.

### First Aid

First aid is emergency care given immediately to an injured person. It includes cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing.

## Medical Aid

A work related injury or illness that requires treatment by a regulated health care provider but does not result in the injured worker missing time from work. The worker is able to return to full regular duties or modified duties for the next scheduled shift.

## Incident

An unwanted chance event that may or could have resulted in injury and/or equipment or property loss.

## Lost Time

A work-related injury/disease which results in worker being off work past the day of accident and losing wages/earnings.

## Occupational Illness

A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997. (OHS 1 (1))

# ROLES & RESPONSIBILITIES

## Employer/Supervisors

1. Responsible for conducting the incident/injury investigation (Health & Safety Representative (H&S Rep) or Joint Health & Safety Committee (JHSC) members may be asked to participate)
  - Complete of the Injury or Illness Investigation Report (Appendix A) and submit to appropriate personnel
  - Ensure appropriate first aid is provided and evacuate the injured worker
  - Assume control of the site until all preliminary evidence is gathered.
  - Conduct the incident/injury investigation
  - Conduct interviews of any witnesses and anyone else who may have relevant information.
  - Collect all applicable records, examine all equipment, materials, substances, or tools that may be involved.
  - Analyse evidence to determine the immediate and underlying cause.
  - Recommend remedial action.
2. Monitor implementation of both immediate and long-term corrective action in conjunction with the appropriate supervisor/employer
3. Evaluate emergency response to the event

4. Ensure there is an updated emergency contact person/number on file for the worker.

## Workers

1. Co-operate in the investigation and report incidents, injuries, or illness to their supervisor or manager.
2. Participate in completion of the Injury or Illness Investigation Report.

## Joint Health & Safety Committee (JHSC) &/or Health & Safety Representative (H&S Rep.)

1. Depending upon the severity of the incident or illness, the JHSC and H&S Rep may be asked to be involved in the investigation. All investigations of Critical Injuries and Fatalities will involve the H&S Rep and/or a worker member of the JHSC and the employer.

## STANDARDS & PROCEDURES

All workplace accidents or incidents must be recorded using the Injury or Illness Investigation Report prior to the end of the shift during which the accident occurred.

Any time a worker sustains an injury at work, except for a critical injury or fatality and must leave work to seek medical attention or cannot return to work as a result of the injury or requires modified duties, the injury must be reported to the manager/supervisor. The following investigative procedure shall be followed:

### Managing the Scene

1. Where a worker suffers a work related injury or illness, the supervisor will ensure the necessary treatment is provided as soon as possible. This may include:
    - Call for emergency assistance (e.g. 911); or
    - Ensure provision of appropriate first aid
    - Ensure worker is provided with transportation to the nearest medical care facility, if required.
  2. The supervisor shall take immediate action and/or implement a temporary control measure to ensure no other worker is injured from the cause of initial accident. This may include:
    - Informing other workers of the incident or occurrence and how it is being controlled; and
    - Securing or evacuating the site of the incident or occurrence.
- a) Incident/Injury Investigation**
- i. All investigations are to be completed by the supervisor
  - ii. Any work-related staff injury/illness resulting in lost time will be investigated and documented using the Injury or Illness Investigation Report

- iii. All work-related injuries and illness investigations will commence immediately and completed within 24-48 hours. A statement from the injured person may be collected at a later date.
- iv. During the investigation, the supervisor will be responsible for the following:
  - Inspecting the scene of accident and tools, equipment being used at the time of the occurrence; obtaining and reviewing all pertinent work procedures and safety measures; training and equipment maintenance records; and interviewing and documenting, as accurately and completely as possible the chronology of events and actions taken by those involved in and witness to the occurrence;
  - Assessing all available information and determining the causes of the incident and all contributing factors; and
  - Recommending and implementing immediate corrective action which will prevent or reduce the risk of recurrence of a similar incident and recommending additional corrective actions, if required for a later date.

**b) Incident/Injury Report**

- i. The worker must complete the Injury or Illness Investigation Report and forwarded to the supervisor/employer.
- ii. Incident/injury reports will be located in the Health & Safety Binder.
- iii. The employer will be responsible for following-up on all accident investigation reports to ensure appropriate control measures have been put in place.

NOTE: If a person is disabled from performing his or her usual work or requires medical attention because of an accident, explosion, fire or incident of workplace violence at a workplace, but no person dies or is critically injured because of that occurrence, [Click here to enter text.](#) will notify within four (4) days of the incident, the Joint Health & Safety Committee/Health & Safety Representative, trade union (if any) and a Director of the Ministry of Labour, if an inspector requires notification of the Director. This notice will be in writing and contain information as prescribed in Section 5 of the Industrial Establishment Regulation

NOTE: If [Click here to enter text.](#) is informed that a worker has an occupational illness, a Director of the Ministry of Labour, the Joint Health & Safety Committee/Health & Safety Representative and trade union (if any) will be notified within four (4) days. This notice must be in writing and contain information as prescribed in Section 5 of the Industrial Establishment Regulation

## CRITICAL INJURY OR FATALITY

In the event that **a person including a worker is** critically injured or killed at the workplace, the employer or their designate will immediately notify the following:

- 911 to obtain medical and police assistance.
- The Ministry of Labour
- The Employer

- The H&S Rep and JHSC.
- Other appropriate workplace parties, i.e. owner of the building, union.

### 1. Managing the Scene

- a) Where a person is killed or critically injured in the workplace, the supervisor will secure the scene of accident and obtain medical attention for the injured person.
- b) No person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing at the scene of or connected with the occurrence until permission has been given by a Ministry of Labour inspector, except for the purpose of:
  - Saving a life or relieving human suffering;
  - Maintaining an essential public utility service or public transportation system;
  - Preventing unnecessary damage to equipment or other property; or
  - Permission from the Ministry of Labour
- c) All critical injuries and fatalities must be recorded on the Injury or illness Investigation Report and the Critical Injury & Fatality Report (Appendix B) prior to the end of the shift during which the event occurred.

### 2. Critical Injury or Fatality Investigation

- a) Where possible, [Click here to enter text.](#) will establish an investigation team to investigate the occurrence. This team may include the following people:
  - Executive Director;
  - Employer;
  - Supervisor;
  - At least one designated worker representative from the Joint Health & Safety Committee and or the Health & Safety Representative
- b) The investigation team will investigate the site of the critical injury or fatality (without disturbing, destroying, altering, or carrying away any evidence), if possible, within 24 hours of the occurrence.
- c) The investigation team will interview witnesses; interview co-workers and supervisory personnel as required, review applicable policies and procedures.

### 3. Critical Injury or Fatality Report

- a) The investigation team will complete the Injury or illness Investigation Report and the Critical Injury & Fatality Report.
  - The report will be signed by all persons participating on the investigation team;
- b) Within 48 hours of the occurrence, the report will be sent to the Joint Health and Safety Committee, Health & Safety Representative, union(s) and to a Director of the Ministry of Labour, giving the circumstances of the occurrence and any information as prescribed by the legislation (Appendix B).

## TRAINING

Every new worker, volunteer, student and contractors will be required to attend a health and safety orientation and receive training on incident/injury reporting and investigation. Records shall be kept by the manager/supervisor.

Education and training programs will be developed in consultation with the Joint Health & Safety Committee and Health & Safety Representative. All documentation pertaining to the education will be maintained for a period of 3 years.

## RECORD KEEPING

Written records of incident/injury reports and investigation will be retained for a period of 3 years.

## EVALUATION

[Click here to enter text.](#) shall review Incident and Injury Investigation policy annually in consultation with the Joint Health & Safety Committee/Health & Safety Representatives.

An annual summary of all incidents and injury statistics injuries and trends will be compiled and provided to the JHSC, H&S Rep.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_