



Investigating and Reporting Procedure

Accident/incident reporting of all injuries and illnesses, cutting incidents, property and equipment damages and losses, shall be reported promptly and accurately to the site supervisor to ensure timely investigation and administration.

Reporting of near-misses where the potential exists to cause serious injuries or fatalities and/or damage to equipment, property or the environment will provide management with valuable information, which will permit management to initiate corrective actions before a worker is hurt or loss of production occurs.

The accidents/incidents that must be reported and investigated immediately include:

- Critical Injury/Industrial Fatalities
- Lost Time Accidents
- Fires and Explosions
- Property and Equipment Damage
- Near-Misses (that have the potential to be a serious incident)
- Contractor Accidents
- Chemical Spills/Environmental Releases
- Occupational Illness

All minor accidents will be documented using the First Aid Log Form. All accidents/incidents above will be investigated using an "accident/incident Investigation Form", and WSIB Form 7 when worker obtains health care, requires modified duties at less than regular pay, requires modified duties at regular pay for more than seven calendar days after the date of accident and earns less than regular pay at regular work, which shall be completed within 3 calendar days.

For the purpose of the Act and the Regulations, "Critically Injured" means an injury of a serious nature that

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

If a Critical Injury occurs on site, the scene must be left in a preserved fashion for the Ministry of Labour Officer who shall be notified immediately. All accidents/incidents (i.e. Health Care, first aid, near miss & etc.) will be reviewed at the Joint Health & Safety Committee Meetings.

Management Responsibility

- Being the lead investigator in accident investigations.
- Immediately investigating any accident or incident that occurs under their supervision and including a worker representative from the JHSC in all investigations.
- Follow site emergency procedures/plans.
- Evaluating the severity of the incident.
- Providing a verbal report of the accident to upper management.
- Completing the appropriate Accident Investigation Report forms.
- Participating as a member of the investigation committee, if one is required.
- Perform on-site assessment.
- Reporting all investigations to the JHSC.
- Report to Ministry of Labour (MOL) all critical incidents and fatalities.
- Investigation to be completed within three days of the accident date, including interview with witnesses.

Joint Health & Safety Committee (JHSC)

- Regularly reviewing the appropriate Accident Investigation Report forms at JHSC meetings and specifically ensuring that reports regarding health care, first aid and near miss accidents/incidents are reviewed at least quarterly to determine any further investigation needs.
- Providing a member to the investigation committee (any worker representative) and ensuring that a worker representative participates in the investigations alongside with the supervisors.
- Participating in investigations for critical injuries and fatalities.

The injured worker(s) shall be interviewed individually by the corresponding supervisor and a JHSC worker member as soon as possible after the accident, preferably within 24 hours of the accident. The location of the interview shall be at supervisor office and/or accident location. This interview shall be concerning the injured worker's (eyewitnesses) observations about the accident and shall take place in a private location removed from the accident scene and other employees (People involved). The interview will be recorded (written and/or taped) for documentation purposes and given to the Health & Safety Individual.

The witnesses of the accident/incident shall be interviewed as soon as possible. This interview shall be recorded (written and/or taped) for documentation purposes and given to the Health & Safety Individual.

The witness(es) shall be interviewed individually by the corresponding supervisor and a JHSC worker member as soon as possible after the accident or incident, preferably within 24 hours of the accident/incident. This interview shall be concerning the witness(es) descriptions and observations regarding the accident/incident and shall take place in a private location removed from the accident/incident scene and other employees. The interview will be recorded (written and/or taped) for documentation purposes and given to the Health & Safety Individual.

On-site Assessment of the Scene

The On-site Assessment shall include:

- Witnesses statements
- Inspection of site/ equipment.

- Photograph/diagram of the accident scene
- Map/diagram of scene.
- Collection data of sizes, distances and weights of appropriate items of the investigation.

Collection of the above information shall be conducted by the site supervisor and either the Health and Safety Consultant or the Health & Safety Representative.

Identifying Contributing Factors

Contributing Factors an action and/or a condition that occurred or existed at the time of injury or incident (i.e. people, equipment, material, environment, process and etc.)

Training

Proper investigation and follow-up of accidents is important and requires training to learn the basic skills. Company management is responsible for training personnel (supervisors, accident investigation team members, etc.) in accident investigation technique.

Investigation Report Form

As soon as the incident occurs, it will be documented on the Accident /Incident Investigation Report Form.

Complete the following boxes:

1. Incident Date
2. Time (The time that the incident occurred.)
3. Investigation Date
4. Incident Location/Facility
5. Department (Location of Incident)
6. Name of Injured Person
7. Age
8. Sex
9. Department (Where the employee works)
10. Occupation
11. Work Cycle
12. Years of Service
13. Years in Job
14. Witnesses Names

Refer to the Incident Report:

1. Part of Body Affected
2. Nature of injury /illness (use section on Type of Causes from page 2)
3. Immediate Causes (Use Coding of Causes from page 2 on Practice and Conditions) Consider People, Equipment, Materials, Environment, and Process (PEMEP) when determining all the contributing factors to the accident/incident.
 - Consider PEMEP when determining all the contributing factors to the sseriousness of Incident (Refer to Incident Severity Categories from page 1)

Serious Accidents/Incidents

Definition of Serious

1. Personal injuries involving medical assistance beyond first aid or with the potential for Lost Time (LT) or Medical Aid (MA).
2. All lost time accidents (LTA). A Loss time accident is one where a worker loses time from work, following the date of the accident, due to the accident occurring while performing work.
3. Property damage not resulting in business interruption, but resulting in insurance claims.
4. Explosion.
5. Fires handled by local staff or accidents/incidents with the potential for any of the above.
6. Chemical Spills.

Reporting Procedures

1. Serious accidents/incidents must be reported to upper management or supervisor, which will result in the completion of proper documentation of Accident/Incident Report Form and WSIB Form 7 to be completed accordingly and sent to the WSIB.
2. All critical and fatal accidents & Fires/Explosions must be reported to Ministry of Labour. For definition of a critical injury see R.R.O. 1990, Reg. 834, s.1. of the Occupational Health & Safety Act.
3. All chemical spills or releases must be reported to the Ministry of Environment.
4. All spills of dangerous goods and hazardous occurrences must be reported Federal Authorities.

Minor Accidents/Incidents

Definition of Minor:

1. Personal injuries requiring first aid treatment (cuts, scratches, minor burns, splinters, etc.)
2. Minor property damage (dents, broken glass, broken minor parts to equipment, etc.)
3. Health Care (asthma, dialysis, eye.)

Reporting Procedures

Minor accidents/incidents must be reported to the foreman, then site supervisor and if required, management, which will result in the completion of proper documentation of First Aid Log, which will not result in an investigation.

UNSAFE ACTS/CONDITIONS INCLUDING NEAR MISSES

Unsafe acts/conditions and near-misses should be reported and investigated locally with the involvement of the site Supervisor. The Accident Investigation Form Unsafe Condition/Action Report form, should be completed as soon as possible after an unsafe act or condition is detected, allowing a reasonable amount of time for the investigation and correction process.

ACCIDENT/INCIDENT INVESTIGATION

This program provides for a thorough analysis of injuries, illnesses, vehicle accidents, property damage or theft and environmental spills/releases. It is designed to detect any trends, so corrective measures may be implemented. Accident/Incident investigation will also be used to communicate problem areas to all employees.

Accident/Incident Report Form

1. Management or supervisor will initiate and complete a formal investigation using the Accident/Incident Report Form. This information will be utilized to assist all locations in reducing accident and incident recurrences.
2. The Site Code, Personal Injury/Fatality Accidents, Investigation Results and Recommendations are to be completed by the upper management or supervisor. The H&S Manager/ Rep may assist in the completion of some of these sections.
3. The affected employee will be responsible for completing all other items on the reporting form.

Investigation Guidelines

1. The primary purpose of an accident/incident investigation is to gather information and to develop a solution to the problem so that it can be prevented from happening again. Therefore, fact finding is at the heart of the investigation and should be carefully and thoroughly performed. Always ask who, what, when, where, why and how.
2. Accident/incident investigations are designed to find solutions, not to point blame at the person involved in the accident. Keep an open mind during the investigation. If you fail to remain open-minded to all possibilities you will defeat the purpose of the investigation.
3. An investigation should begin as soon as possible after the incident. The severity of an incident will influence the time required to conduct a thorough and effective investigation.

Major: Investigations of major accidents/incidents should be completed and documented two weeks from the date of the event. More time may be taken, if necessary, provided that weekly updates of the progress of the investigation team are forwarded to all applicable persons and/or agencies.

Serious: Investigation completed and documented two weeks from the date of the incident.

Minor: Investigation completed and documented one week from the date of the incident.

Unsafe Act/Condition: Investigation completed and documented 24 hours after the accident.

REMEDIATION ACTIONS

Remediation actions addressing all contributing factors identified are to be included in the Accident/Incident Investigation Form/Report. These recommendations will explain what action

specifically needs to be taken, how it will be carried out and why it is important. These corrective actions will also indicate the individuals or parties responsible for carrying out each action and will assign target dates for initiation and completion of each action item.

It is the responsibility of the JHSC along with supervisors to ensure all action items are acted upon. Initiation, progress, and completion of all action items will be documented and followed up through the JHSC.

ACCIDENT/INCIDENT NOTICE

All incidents causing injury, however minor, must be reported to a manager and to a Joint Health and Safety Committee (JHSC) member.

Upon receiving the completed investigation report or a major reporting and depending on the severity of the incident, the Accident/Incident Investigation Form shall be discussed at the Joint Health & Safety Committee Meeting. The Accident/Incident Form will be reviewed by all employees at the meeting. The JHSC minutes will be used to notify all company employees of the accident, the outcome of the accident, the status of the employee and the corrective actions taken by the company.

Other methods of notifying company personnel concerning accidents and incidents will be during toolbox talks performed by Health and Safety individual.

Internal Notification

JHSC Rep
Appropriate Management

External Notification

Critical and fatal injuries (Ministry of Labour),
Incidents requiring medical attention Dangerous goods (Ministry of the Environment)
Fire/explosion (Ministry of Labour)
Chemical releases (Ministry of Environment)
Workplace Safety and Insurance Board