
VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

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Review/Revise Date:

ACCIDENT INCIDENT REPORTING AND INVESTIGATION

PURPOSE

The purpose of this procedure is to outline the steps required to report and conduct a thorough investigation of the incident, near miss, accident and to implement corrective actions to prevent any further incidents, injuries or loss.

SCOPE

The procedure applies to all employees (including student workers), contractors and sub-contractors of Victoria University and is to be used whenever a workplace accident, incident occurs and includes anytime there is an investigation due to a critical injury as defined by the critical injury procedure.

Definitions:

The following categories of injury/incidents may produce a loss to people, equipment, material and environment. Immediate investigation of the following is required:

- First Aid:** Includes but, is not limited to: 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 after a follow-up observation visit and any follow-up for observation purposes only.
- Medical Aid:** An injury that results in attention received from a recognized health care provider but, that does not result in time away from scheduled work or a wage loss.
- Near Miss:** An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.
- Fatality:** An injury that results in the loss of life.
- Critical Injury:** As defined by the Ontario Regulation 420/21:
- Places life in jeopardy
 - Produces unconsciousness

- Results in substantial loss of blood
- Involves the fracture of an arm or a leg, but not a finger or a toe (Note: MLITSD has clarified that foot, ankle, hand, wrist, fracture or two fingers or 2 toes is a critical injury)
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe (Note: MLITSD has clarified that the amputation of more than 1 finger or toe is a critical injury)
- Consists of burns to a major portion of the body
- Causes a loss of sight in an eye

Incident (near miss) An incident in which no property damage and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

Lost Time: A work related injury/illness that results in the injured employee missing scheduled time from work resulting in a wage loss/earnings or a permanent disability/impairment.

Property Damage: An event where damage to property occurs but no injury

Occupational Illness: A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.

Environmental Release: An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.

Fire/Explosion: An event where undesired combustion occurs.

ROLES AND RESPONSIBILITIES

Employee:

- Report all accidents and incidents to their supervisor immediately according to the Reporting of Incidents, Accidents and Incidents Procedure.
- Assist in the investigation process when required
- Participate in the Return to Work Program (as required)

Manager: (injured employee's direct manager or department of incident):

- The responsible manager investigates the accident/incident and completes the investigation within 24 hours of the accident/incident
- In the case of personal injury, the manager ensures that the injured person receives appropriate first aid/medical aid
- The manager will contact a worker representative from the Joint Health and Safety Committee (JHSC) designated to investigate the critical accident/incident or fatalities
- The manager notifies the appropriate University personnel as soon as possible

Note: The manager and the worker representative can request assistance from other managers or any other source that may be available. The manager is responsible for securing the scene of the injury/incident in the case of a critical injury or fatality.

Human Resources:

- Review Accident Incident Investigations and conduct follow-up when required (i.e. WSIB, Return to Work, etc.)

Joint Health and Safety Committee:

- A JHSC worker member (preferably certified worker member) will investigate all fatalities and critical injuries.
- The certified worker co-chair will receive a copy of the completed Accident, Incident/Critical Injury Reporting Form by the applicable investigating manager.

STANDARDS/PROCEDURES

Note: For critical injuries appropriate first aid must be given (including 911 if applicable) and the Ministry of Labour, Immigration, Training and Skills Development (1-877-202-0008) must be notified immediately, as well as the JHSC worker member and union if applicable. No person shall, except for the purpose of

- a) saving a life or relieving human suffering
- b) maintaining essential public utility service or a public transportation system, or
- c) prevention of unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene or connected with the occurrence until permission to do so has been given by the inspector.

The manager/supervisor is responsible to secure the scene and ensure that that these actions are carried out.

*For further instructions, follow Victoria University Critical Injury Reporting Procedure located on the Health and Safety Webpage

The following categories of accidents and incidents will be reported and investigated under this procedure:

- Fatality
- Critical Injury
- Lost time Injury
- Medical Aid Injuries
- Property Damage
- Fire/Explosion
- Environmental Release
- Occupational Illnesses
- Near Miss
- First Aid

Reporting of Incidents and Accidents Process:

All employees must report all accidents or incidents (as listed above) to their supervisor or manager immediately as well as the onset of any occupational illnesses, diseases or other injuries.

Accident, Incident Investigation Process:

Once an incident or accident has occurred a thorough investigation should be completed using a two-step process to gather information and to identify root causes/complete the investigation report.

Step 1: Collect Information

Gather information about the incident/accident and what happened, sources of information include People, Equipment, Materials, Environment and Process (PEMEP). Interviews:

- Interview the workers involved.
- Interview the witnesses.
- Interview the outside experts if applicable (i.e. suppliers, equipment designers, etc.).
- Ensure the interviews are conducted as soon as reasonably possible.
- The interviews should be conducted in a quiet place, one on one.
- The interviews must be documented.

Scene Assessment:

- Make observations, on-site assessment of the scene (site, equipment, material, environment).
- Use photographs, sketches, drawings, etc. to document the scene.

Identify Contributing Factors:

- Length of time on the job
- Training records
- Written procedures
- Hazard assessments
- Preventative maintenance records

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- Safety equipment (in good condition, available, etc)
 - Time of day, weather, visibility

Step 2: Identify Root Cause, Corrective Actions and Write Report:

- Use the Victoria University Accident Incident/Critical Injury Reporting Form to:
 - Identify root cause and contributing factors from the information
 - Identify corrective actions including what will be done, who is responsible to complete the action and estimated time frame to complete action
- The standard investigation reporting form must capture all the requirements contained in the investigation procedure.
- Ensure that any new controls implemented are added to hazard assessments (as appropriate including the addition of hazards that may not have already been identified).

Report Distribution

The Accident/ Incident/Critical Injury Reporting Form is to be submitted to the following individuals dependant on the type of investigation:

- Infrastructure and Sustainability Department
- Human Resources
- Joint Health and Safety Co-chair
- Union (medical aids and critical injuries/fatalities)
- Finance (property damage or vehicle incident)

HR or other designated managers may report to other reporting agencies as per applicable regulations such as:

- MLITSD for critical injuries as per O.Reg 420/21 Notices and Reports Under Sections 51 to 53.1 Of the Act- Fatalities, Critical Injuries, Occupational Illness and Other Incidents
- WSIB

The Manager ensures that the investigation reports are completed and signed by the appropriate worker and management representatives of the Joint Health and Safety Committee.

Recommendations for Corrective Action:

- The responsibilities must be assigned.
- The recommendations are to be documented on a standard form.
- The recommendations must focus on corrective action(s) pertaining to all the contributing factors identified.

Recommendations for Corrective Actions should specify:

- What?
- Why?

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- When?

Recommendations are to be acted upon:

- Responsibility must be assigned.
- The actions must be recorded on a standard form, which must include:
 - What has been done,
 - Who has completed the actions, and
 - When the actions were completed.

COMMUNICATION

- Health & safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed within 2 weeks of hire).
- Each manager is responsible for the communication of any revisions to their staff at the beginning of each staff meeting.
- Copies of the orientation training program can be found electronically or through Dayforce.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

TRAINING

- All managers and committee members who are required to conduct investigations will receive formal investigation training. This training will occur within the first month of appointment to the committee or as a manager. Training will include:
 - Legislative Requirements
 - Responsibilities (legislative and Victoria University internal)
 - Conducting Effective Investigations
 - Interviewing Techniques
 - Return to Work Program
 - Reports and Follow-up
- Each manager and worker/supplied labourer must sign the training record at the completion of the health and safety training session.

EVALUATION

- A review of the management and worker/supplied labour responsibilities will be done as per the document review schedule.

RELATED PROCEDURES

Victoria University – Accident/Incident Process Map
Victoria University – Accident/Incident Investigation Report
Early and Safe Return To Work

Victoria University Refusal of Medical Attention Form
Victoria University Refusal of Transportation for Medical Attention Form
Manager Responsibilities and Accountabilities
Supervisor Responsibilities and Accountabilities
Employee Responsibilities
Joint Health and Safety Committee

REFERENCE MATERIALS

Occupational Health and Safety Act
OReg 851 Industrial Establishments
OReg 420/21 Notices and Reports Under Sections 51 to 53.1 of the Act- Fatalities, Critical Injuries, Occupational Illnesses and other Incidents
WSIB Regulations
OReg 1101 First Aid Requirements

Distribution to: All Managers, JHSC Members	Document to be posted:
	NO

