



PURPOSE:

To provide consistent guidelines for all employees involved in an accident/incident, ensuring that injuries, accidents and illnesses are adequately investigated and reported and that corrective actions are undertaken to prevent similar injuries, accidents and illnesses in the future.

AUTHORITY:

- Council and Management Discretion
- Newfoundland and Labrador Occupational Health and Safety Act and Regulations
- Workplace Health, Safety and Compensation Act
- Section 169 and 170 Newfoundland and Labrador Highway Traffic Act

STATEMENT OF POLICY:

All accidents/incidents are to be reported to the appropriate personnel and applicable Government Agencies. The depth and complexity of the investigation will vary with the circumstances and seriousness of the accident/incident.

This Town Policy applies to all Town of Conception Bay South departments and covers employees, visitors and members of the public who are injured in an accident arising out of or in connection with the Town of Conception Bay South undertakings. When the accident/incident results in personal loss, property damage or equipment damage it must be reported to the applicable Manager and the Enforcement Department.

1.0 DEFINITIONS:

Accident/incident: is defined as an undesired event that results in (a) harm to people (injury, occupational illness), or (b) damage to property or equipment.

Report Only/Near miss: is an undesired event that, under slightly different circumstances could have resulted in harm to people or damage to property.

Serious injury: is defined as an injury of a serious nature which includes:
(a) a fracture of the skull, spine, pelvis, femur, humerus, fibula or tibia, or radius or ulna;
(b) an amputation of a major part of a hand or foot;
(c) the loss of sight of an eye;



- (d) a serious internal hemorrhage;
- (e) a burn that requires medical attention;
- (f) an injury caused directly or indirectly by explosives;
- (g) an asphyxiation or poisoning by gas resulting in a partial or total loss of physical control; or
- (h) another injury likely to endanger life or cause permanent injury.

But does not include injuries to a worker of a nature that may be treated though first aid or medical treatment and the worker is able to return to his or her work either immediately after the treatment or at his or her next scheduled shift

Occupational illness: the condition that results from exposure in the 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.

Lost time injury: is an injury or illness that requires professional medical attention and causes the employee to be off work beyond the day of the injury.

Medical aid injury: is an injury or illness that requires professional medical attention but the employee is able to return to work on his/her next regularly scheduled shift. This can also include returning to work under an accommodation.

First aid injury: is an injury or illness that does not require professional medical attention.

2.0 RESPONSIBILITIES:

Employees:

- All employees must report all accidents/incidents to their supervisor or another supervisor/manager **immediately** following the occurrence.
- In case of a serious injury or damage, call 911.
- Employees are required to participate fully in the accident investigation process.
- Employees shall cooperate with any regulatory authority carrying out a similar investigation.
- Employees will participate in any drug and alcohol testing as per 088 – Drug and Alcohol Policy.



Supervisors/Managers:

- Supervisors/Managers are to determine the safety of the employee(s) and the public and contact 911, if applicable.
- Supervisors/Managers are required to determine if drug and alcohol testing is required as per 088 – Drug and Alcohol Policy.
- Supervisors/Managers are required to complete the Initial Notification Report and email this to appropriate management after the incident.
- Supervisors/Managers will investigate the incident by taking pictures, taking statements, and by completing the Incident Investigation Report.
- Supervisors/Managers are to determine the root cause(s) and develop corrective/preventative measures to prevent a recurrence. Supervisors/Managers are further required to follow up on corrective actions and communicate findings to employees.
- Supervisors/Managers are to submit their Incident Investigation Report to the Occupational Health and Safety Coordinator and Enforcement Manager, as applicable.
- For Town vehicle or equipment accidents or incidents involving injury at Town owned facilities, the Enforcement Manager is to be immediately notified.
- For all serious accidents the Supervisor/Manager will ensure that the OHS Coordinator, Enforcement Manager and Director are notified immediately and are involved in the investigation process.
- Serious accidents, as defined by OHS Act, are to be reported to OHS Division of Service NL by calling 729-4444.
- Submit WorkplaceNL documentation, as required, when the OHS Coordinator is unavailable.

Occupational Health and Safety Committee Members:

- Occupational Health and Safety Committee members are required to review and discuss summaries of the Incident Investigation Reports.

Occupational Health and Safety Coordinator:

- Occupational Health and Safety (OHS) Coordinator is responsible for collecting, reviewing, logging and distributing all Incident Investigation Reports.
- The OHS Coordinator will act as a resource to supervisors and employees in the investigation of accidents and the development of corrective actions and will partake in investigations that are serious in nature.
- The OHS Coordinator is also required to provide the WorkplaceNL with appropriate documentation regarding workplace injuries and illnesses, when required, and work with WorkplaceNL in managing any claims that may occur from an accident.



- For accidents/incidents that resulted in a serious injury or fatality, the OHS Coordinator will notify the Occupational Health and Safety Committee and OHS Division of Service NL if not already completed by the Supervisor/Manager.

Enforcement Manager/Municipal Enforcement Officer:

- Attend scene to take photographs and to collect all necessary information, including statements from witnesses.
- Coordinate with other regulatory bodies, as required.
- Forward completed Enforcement Reports to the Administration Department to be submitted to the Town's insurance company if necessary.

3.0 PROCEDURE:

Part A: Incident Investigation (For Supervisor/OHS Coordinator or Enforcement Manager)

3.1 Attend to Injured Employee(s):

For any accident, the priority is medical treatment of the injured and prevention of further injuries. A qualified first aider shall provide appropriate first aid and assess whether additional medical assistance is required. It is important that first aiders be aware of the environment that they are to enter when treating an accident victim. No first aider shall place themselves at risk of injury if an unsafe condition exists. Emergency services shall be utilized in these situations.

3.2 Control the Scene:

Restrict other employees and/or the public from the immediate area of an accident. If a serious injury or fatality has occurred, a person shall not disturb the scene except where it is necessary to attend to persons injured and to prevent further injuries.

For applicable incidents, Enforcement Manager or a Municipal Enforcement Officer will assist with controlling the scene and ensure the proper regulatory bodies are contacted, if not already completed.

The supervisor is responsible for notifying the OHS Coordinator immediately in the event of a serious injury and the Supervisor or OHS Coordinator will contact OHS Division of Service NL (729-4444) to report the accident as well as notify the Occupational Health and Safety Committee members.



3.3 Gather physical information from the scene of the accident:

Physical information may be subject to rapid change or obliteration. For this reason, it must be recorded as soon as possible through measurements, drawing or pictures. Make a record of as much information as possible including:

- (a) position of workers when accident occurred,
- (b) equipment and materials being used - include sizes and weights,
- (c) position/use of guards, controls, safety devices, etc.,
- (d) damage to machinery/equipment,
- (e) housekeeping in the area,
- (f) lighting, noise, etc. in area, and
- (g) weather conditions.

3.4 Initial Notification Report and Drug and Alcohol Testing

The Supervisor will book employee(s) drug and alcohol tests, as outlined in Policy 88-Drug and Alcohol Policy. The Supervisor will also complete and submit to the appropriate management personnel, the Initial Notification Report

3.5 Interview employees and witnesses:

Interview all employees involved in an accident/incident as well as any witnesses as soon as possible. Waiting too long can result in lost information. When interviewing employees or witnesses, have them write down a statement on the accident/incident and then ask questions based on that information as well as any additional questions that may not have been answered. Conduct this with one employee or witness at a time to receive the most accurate information. It is important to get as much specific information as possible. Depending on the nature of the incident, this may be completed in conjunction with a Municipal Enforcement Officer, Enforcement Manager and/or OHS Coordinator.

3.6 Collect other information:

Information such as Safety Data Sheets (SDS's), equipment specifications, previous investigation reports etc. may be useful in some accident investigations. If further help is required, the OHS Coordinator will provide assistance.

3.7 Fill out Incident Investigation Report

An Incident Investigation Report must be completed and submitted to the OHS Coordinator and Enforcement Manager in a timely manner. It is the responsibility of the immediate supervisor to ensure corrective actions listed in the report are implemented immediately to prevent another accident/incident from occurring.

Upon receipt of the Incident Investigation Report, the OHS Coordinator or Supervisor will complete and forward a WorkplaceNL Form 7, when required. If the accident/incident results in a serious injury then the OHS Coordinator or



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Policy Number: 067

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Supervisor will forward the investigation report to the OHS Division of Service NL.

Part B: Report Only/Near Miss Reporting

Town of Conception Bay South employees are required to report all report only/near miss incidents to their Supervisor immediately so that a statement can be taken and any relevant information gathered (pictures, diagrams, etc.). Though the investigation may not be as large (depending on the potential severity), determination must be made regarding drug and alcohol testing, the Initial Notification Report is to be submitted and the final Incident Investigation Report Form is completed and submitted to the appropriate Town Management.

ASSOCIATED DOCUMENTS:

Initial Notification Report
Incident Investigation Report Form

REVISION HISTORY:

Revision:	Sec/Para Changed	Change Made:	Date:
0	N/A	Initial Issue of Document	July 29, 2004
1		Administrative Changes	May 18, 2005
2			May 14, 2013
3		Update of forms and information and combined with Policy 31 – Vehicle/Equipment Accident Reporting	June 17, 2022