



Title: Accident/Incident Investigation
Policy Number: 067

Resolution Number: 13-280
Date Approved: June 18, 2013

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

STATEMENT OF POLICY:

All accidents/incidents are to be reported to the appropriate personnel and applicable Government Agencies. Accident/incidents will be investigated to determine the cause(s) and corrective action(s) in order to reduce or eliminate workplace hazards. 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 Town's Insurance Company.

1.0 OBJECTIVES:

- (1) To identify the cause(s) of all accidents/incidents occurring during municipal activities.
- (2) To reduce the number of injuries by identifying unsafe acts or conditions which contribute to an unsafe working environment.
- (3) To identify general and specific occupational health and safety training needs.
- (4) To evaluate whether or not the existing municipal occupational health and safety standards are being adhered to or require updating.
- (5) To assess the need to develop and implement new occupational health and safety policies, procedures, practices or standards.



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- (6) To promote a joint problem solving team (supervisor/employee) in identifying health and safety hazards in the workplace, as well as jointly develop ways and means to correct or minimize these hazards.
 - (7) To ensure that any occupational health and safety measures developed to correct unsafe acts or conditions are being acted upon.
 - (8) To establish clear and simple guidelines for reporting accidents and near misses that can cause injury or illness to workers, equipment, materials, and the environment.
 - (9) Ensure that all workers and personnel are aware and have a clear understanding of the accidents and incident policy.

2.0 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.

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 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.

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.



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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.

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

3.0 RESPONSIBILITIES:

Employees:

All employees must report all accidents/incidents to their supervisor **immediately** following their occurrence. Employees are required to participate fully in the accident investigation process. Employees shall cooperate with any regulatory authority carrying out a similar investigation.

Supervisors:

Supervisors are required to investigate and fill out an accident/incident investigation report within 24 hours for all accidents/incidents. Supervisors are to determine all root causes and develop corrective/preventative action to prevent a recurrence. Supervisors are further required to follow up on corrective actions and communicate findings to employees.

Supervisors are to submit their accident/incident report to the OHS Coordinator and Enforcement Manager (as per Policy 031 – Vehicle/Equipment, Accident/Incident Reporting). For all serious accidents the Supervisor will ensure that the OHS Coordinator and Director are notified immediately and are involved in the investigation process.

Occupational Health and Safety Committee Members:

Occupational Health and Safety Committee (OHSC) members are required to review and discuss accident/incident investigation reports and provide corrective actions if necessary.

Occupational Health and Safety Coordinator:

Occupational Health and Safety (OHS) Coordinator is responsible for collecting, reviewing, logging and distributing all accident/incident investigation reports. The



OHS Coordinator will oversee the accident/incident investigation process and act as a resource to supervisors and employees in the investigation of accidents and the development of corrective actions.

The OHS Coordinator is also required to provide the Workplace Health, Safety and Compensation Commission (WHSCC) with appropriate documentation regarding workplace injuries and illnesses, when required, and work with WHSCC in managing any claims that may occur from an accident. For accidents/incidents that resulted in a serious injury or fatality, the OHS Coordinator is responsible for notifying the OHSC and OHS Division, Services NL.

4.0 PROCEDURE:

Part A; Accident/Incident Investigation

4.1 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 himself/herself at risk of injury if an unsafe condition exists. Professional personnel (ambulance, fire dept. etc.) shall be utilized in these situations. The immediate supervisor is responsible for arranging transportation for the injured to the hospital or health clinic, if medical assistance is required.

4.2 Control the Scene:

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

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



4.3 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 the 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.

4.4 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.

4.5 Collect other information:

Information such as Material Safety Data Sheets (MSDS'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.

4.6 Fill out Accident/Incident Investigation Report

An accident/incident investigation report must be completed and submitted to the OHS Coordinator and Enforcement Manager (See Policy 31) within 24 hours of the occurrence. 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.



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Upon receipt of the Accident/Incident Report, the OHS Coordinator will complete and forward a WHSCC Form 7, when required. If the accident/incident results in a serious injury then the OHS Coordinator will forward the investigation report to the OHS Division, Services NL.

Part B; Near Miss Reporting

- 4.7 All Town of Conception Bay South employees are encouraged to report all near miss incidents and unsafe work practices or equipment on the Near Miss Report. This form is intended to provide adequate information to correct and prevent incidences that nearly resulted in an injury or unsafe work practices that may lead to injuries and/or property damage, such as defective equipment, missing guards, slippery surfaces, etc.
- 4.8 When the reporting employee is finished completing the form, it should then be given to their supervisor to review. The supervisor is responsible for ensuring that corrective action is taken to prevent the incident from causing an injury in the future.
- 4.9 All supervisors are required to submit the fully completed copy of the form to the OHS Coordinator for tracking purposes.

ASSOCIATED DOCUMENTS:

Accident/Incident Report Form
Near Miss 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