



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Accident Investigation

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POLICY

Community Living Thunder Bay is committed to ensuring the protection of all employees from accidental injury and/or occupational illness.

It is the policy of CLTB to conduct accident investigations for:

- all critical injuries and fatalities as defined in Section 51 of the Occupational Health and Safety Act
- all employee injuries (first aid, medical aid, lost time)
- near miss/hazard with the potential of causing serious injury

Accidents and incidents are worthy of investigation to establish what occurred, what went wrong, and what the causes were. The objective is to implement corrective action to prevent reoccurrence.

PURPOSE

To record and analyze factors contributing to the accident/incident.

To identify and analyze causal factors so that controls can be put in place to prevent further occurrences.

Definitions:

Accident: means an occurrence which is neither expected nor planned resulting in personal injury and/or property damage.

Incident: means an occurrence which, under different circumstances, would have or could have caused injury or damage to property, and includes a complaint about a hazard and a report of the existence of a hazard.



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RESPONSIBILITY

Employer

Where an accident causes injury to a worker whereby the person is disabled from performing his/her usual work, or requires medical attention, and such occurrence does not cause death or critical injury, the Employer shall give notice in writing to the Joint Occupational Health and Safety Committee and the Union containing such information and particulars.

Team Leader/Supervisor

It is the responsibility of the Team Leader/Supervisor to investigate all employee injuries and near misses and to provide first aid or medical response for worker(s) injured, to secure and manage the accident scene, to inform their team and Human Resources of the accident/incident, and to ensure that workers report accident/incidents by completing the appropriate forms.

Employees

It is the responsibility of employees to co-operate fully in the investigation, to report accidents/incidents to their Team Leader/Supervisor and to ensure that the appropriate forms are completed (i.e. First Aid/Injury Report, Potential Hazard Form, Near Miss Report, Functional Abilities Form with job description attached, and WSIB Form 7).

Joint Occupational Health and Safety Committee

It is the responsibility of the Joint Occupational Health and Safety Committee to analyze all accidents/incidents and forward recommendations to Senior Management to prevent further occurrences. All investigations of critical injuries as defined in Section 51 of the Occupational Health and Safety Act will involve the certified worker member of the JOHSC (see Death and Critical Injury policy and procedure).

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PROCEDURE:

1. The worker notifies the Team Leader/Supervisor of the accident/incident verbally. The Team Leader/Supervisor ensures the completion of the appropriate forms i.e. Report of Incident Form, Functional Abilities Form with job description attached.
2. The Team Leader/Supervisor forwards the appropriate form(s) to Human Resources. Details regarding the incident/accident will then be brought to the Joint Occupational Health and Safety Committee for recommendations on how to prevent further reoccurrences.
3. The Team Leader/Supervisor along with the Joint Occupational Health and Safety Committee Co-chairs will conduct the investigation. The objectives of the investigation are:
 - to determine all conditions and practices contributing to the accident/incident
 - to evaluate the severity of the problem and potential for reoccurrence
 - to communicate the accident/incident control measures to the appropriate team
 - to analyze trends for development of appropriate loss control methods, procedures and programs
 - to recommend/implement remedial action
4. During the investigation, the Team Leader/Supervisor and the JOHSC Co-chairs will:
 - assume control of the site until all preliminary evidence is gathered
 - carry out the formal investigation as soon as possible using the Injury Investigation Prevention Report
 - complete the Accident Investigation and Prevention Report form
 - assemble and brief persons involved, if any
 - collect all relevant evidence
 - 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
 - analyze evidence to determine the immediate and underlying cause
 - recommend remedial action and alternatives

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5. The Accident Investigation and Prevention Report form has 8 major sections:
- **Identifying Information** – address of where injury/incident occurred, location of injury/incident, date of injury/incident, time of injury/incident, date of report, occupation of injured worker, time of shift of worker, names of witnesses, injured worker's name, part of body injured, days lost, nature of injury or illness, object/equipment/person inflicting harm, property damage, nature of damage, amount of damage, object/equipment/person causing damage, nature of incident, person reporting incident, person reported to, and persons completing report.
 - **Description** – how the injury/incident occurred.
 - **Cause Analysis** – immediate causes (what happened to cause the injury/incident, what substandard actions or conditions caused or could have caused the injury/incident), and basic causes (specific personal or job factors that caused or could have caused the injury/incident)
 - **Risk** – evaluation of loss potential if not corrected, loss severity potential (major, serious, minor), and probability of reoccurrence (frequent, occasional, seldom).
 - **Action Plan/Recommendations** – remedial actions (what has been done or should be done to ensure no further injuries occur).
 - **Cause Checklist** – Reviewer's reaction to the Team Leader's analysis of the basic causes of the injury/incident and the remedial actions directed at possible inadequacies in the program.
 - **Control** – management of control.
 - **Follow-up** – description of what has happened.
 - **Signatures and Dates** – signature of the Team Leader/Supervisor and the JOHSC Co-chairs and the date.
6. Following the investigation, the JOHSC Co-chairs will submit the Accident Investigation and Prevention Report to the JOHSC for further analysis and recommendations. The JOHSC will submit recommendations to Senior Management. Senior Management will respond to the recommendations and will ensure implementation of corrective action to prevent reoccurrence of the accident/incident.

ACCIDENT INVESTIGATION & PREVENTION REPORT

IDENTIFYING INFORMATION

1. Community Living Thunder Bay		2. Address of Injury/Near Miss:	3. Location of Injury/Near Miss:
4. Date of Injury/Near Miss:		5. Time: am pm	6. Date of Report:
7. Occupation:		8. Time of Shift:	9. Witnesses:
INJURY OR ILLNESS		PROPERTY DAMAGE	
10. Injured Person's Name:		15. Property Damage:	19. Nature of Injury/Near Miss:
11. Part of Body:	12. Days Lost:	16. Nature of Damage:	20. Person Reporting Near Miss:
13. Nature of Injury or Illness:		17. Amount of Damage:	21. Person Reported To:
14. Object/Equipment/Person Inflicting Harm:		18. Object/Equipment/Person Causing Damage:	22. Person(s) Completing Report:

DESCRIPTION

23. Describe how the injury/near miss occurred:

CAUSE ANALYSIS

24. Immediate causes. What happened to cause the injury/near miss? What substandard actions or conditions caused or could have caused the injury/near miss? (check on back, explain here)

25. Basic causes, what specific personal or job factors caused or could have caused this injury/near miss? (check on back, explain here)

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CODING OF IMMEDIATE CAUSES – Check all applicable

Substandard Actions

Operating equipment without authority
Failure to warn
Failure to secure
Operating at improper speed
Making safety devices inoperable
Removing safety devices
Using defective equipment
Using equipment improperly
Failure to use personal protective equipment properly
Improper loading
Improper placement
Improper lifting
Improper position for task
Servicing equipment in operation
Horseplay
Under influence of alcohol and/or other drugs

Substandard Conditions

Inadequate guards or barriers
Inadequate or improper protective equipment
Defective tools, equipment or materials
Congestion or restricted action
Inadequate warning systems
Fire and explosion hazards
Poor housekeeping disorder
Hazardous environmental conditions, gases, dust, smoke, fumes, vapours
Noise exposures
High or low temperature exposures
Inadequate or excess illumination
Inadequate ventilation

CODING OF BASIC CAUSES – Check all applicable

Personal Factors

Inadequate capability
Lack of knowledge
Lack of skill
Stress
Improper motivation

Job Factors

Inadequate leadership/supervision
Inadequate engineering
Inadequate purchasing
Inadequate maintenance
Inadequate tools, equipment
Inadequate work standards
Wear and tear
Abuse or misuse

TYPE OF CONTACT

Struck against
Struck by
Caught in
Caught on
Caught between
Slip
Fall on same level
Fall to below
Overextension

Lift
Transfer
Reaction
Caught by
Twisting
Bending
Reaching
Struck at

CONTACT WITH

Electricity
Heat
Cold
Radiation
Caustics
Noise
Toxic or noxious substances
Person

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RISK

Evaluation of Loss Potential if not Corrected	26. Loss Severity Potential Major _ Serious _ Minor _	27. Probability of Recurrence Frequent _ Occasional _ Seldom _
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ACTION PLAN / RECOMMENDATIONS

28. Remedial actions. What has been done or should be done to ensure no further injuries/near misses occur? (i.e., control the causes listed)

CAUSE CHECKLIST

29. Reviewers' reaction to the investigator's analysis of the basic causes of this injury/near miss and the remedial actions directed at possible inadequacies in the program. Its' standards or compliance to the standards.

CONTROL

30. Management of Control

Program Elements	P	S	C	SA	CA
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Administration
 Management Training
 Planned Inspections
 Task Analysis & Procedures
 Injury / Investigation
 Task Observation
 Needed
 Emergency Preparedness
 Organizational Rules
 Inadequate
 Injury Analysis
 Employee Training
 Personal Protective Equipment
 Health Control
 Program Evaluation System
 Personal Communications
 Engineering Controls
 Staff Meetings
 Hiring and Training
 Purchasing Controls
 Health & Safety on the Job
 Off the Job Health & Safety

Legend:

P = Program Implementation
 S = Standard(s) Inadequate
 C = Standard(s) Compliance
 SA = Standard Adequate
 CA = Compliance Adequate

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FOLLOW UP

31. Describe what has happened.

SIGNATURES AND DATES

32. Signature of Investigator(s)	33. Date
34. Signature of Reviewer	35. Date

Distribution: Joint Occupational Health & Safety Committee
 Senior Management
 Supports & Services Coordinator
 Team Leader/Supervisor

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