

POLICY:

The CRC will comply with all applicable regulations, legislation and workplace compliance issues regarding health and safety, the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies, procedures and programs.

The Workplace Accident Investigation Policy is intended to provide the correct investigatory procedures in the event of a workplace accident/incident. The creation of complete documentation, proper reports and investigations of workplace accidents/incidents will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

PROCEDURE:

i. Accidents Resulting Injuries Requiring Medical Attention

1. Stop the Process Immediately.
2. Contact the Manager so that an investigation can be conducted (even if the injured worker is not available). Gather all available information such as:
 - How did accident occur?
 - Names of witnesses.
 - Objects, equipment, parts, or substances involved in accident.
 - Maintenance records.
 - Is there a safe work procedure for the work being performed?
 - Was procedure being followed?
 - Did worker receive safety training for work being performed?
3. Determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process.
4. Complete an *Incident Report and Investigation Form* and provide copies to appropriate supervisors
5. Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, and equipment drawings) are attached to the accident investigation.
6. Schedule follow-up review to review effectiveness of the temporary and long term corrective measures implemented.

ii. Critical Injury Response and Investigation

If the extent of injury is unclear but it appears that the potential exists that the injury may fall under the critical injury definition, treat the accident as a critical injury.

1. When notified of a Critical Injury the Supervisor shall immediately proceed to the accident scene and ensure that the area is secured and remains undisturbed until released by a Health and Safety Inspector.
2. The supervisor will notify the Executive Director so that an investigation can be conducted of the accident once the injured person is removed from the scene and it is safe to enter the accident area. Follow the steps outlined for conducting an accident investigation.
3. The Supervisor or other designated member of management will call report the critical injury to the appropriate board (M.O.L in Ontario 1-877-202-0008) within 48 hours. Tell the operator that you are reporting a critical injury. You will need to provide the name of the injured worker as well as the time of the accident. An officer will call you back, so be sure that you leave a number you can easily be reached on. Keep detailed notes as to the times of all calls, the name of the officer(s) you talk to, and details of the discussions.
4. If the root causes of the accident and corrective actions are identified, review these once the officer calls you back. Often the officer will release the scene if it is confirmed that the accident investigation has been completed and corrective actions have been agreed on to remove any unsafe conditions.
5. If the officer agrees with the corrective actions, they will release the accident scene and make arrangements to investigate the following day. If the officer decides to investigate immediately, the accident scene must then remain secured until the officer has completed their investigation. Continue to follow-up to ensure the accident scene remains secured and nothing is moved. Arrange to have copies of all relevant documentation such as training records, maintenance records, work procedures, etc. available for the officer when they arrive.
6. Complete and FAX to the officer's attention a Critical Injury Report notifying them of the critical injury. You may also be asked to include a copy of the completed accident investigation.