

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	<b>HR 6.03.ON</b>
Section:	Health and Safety	Issued:	Dec. 2, 2019
Subject:	<b>ACCIDENT INVESTIGATION</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	<b>HS-06</b>
Issued by:	Community Resource Centre	Dated:	Feb 2017

## 1 POLICY

- 1.01 All workplace accidents that result in death or a critical injury or could have caused death or a critical injury, significant property/equipment loss (near-misses), or involve the discharge or spill of a hazardous substance or pollutant into the environment must be investigated immediately.

## 2 PURPOSE

- 2.01 The **Community Resource Centre** is required to comply with statutory regulations related to the reporting and investigation of occupational injuries, illnesses and accidents, and discharges or spills of hazardous substances and/or pollutants into the environment. This Statement of Policy and Procedure is intended to bring consistency throughout all operations in complying with our responsibility to thoroughly investigate serious workplace accidents in order to improve safety practices in the work environment.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

## 4 RESPONSIBILITY

- 4.01 Each employee is responsible for immediately reporting any workplace injury, accident, illness, or spill of a hazardous substance or pollutant to their immediate supervisor, and in cases where a hazardous substance or pollutant is released into the environment, reporting the incident to the Spills Action Centre and local municipal authority, where applicable.
- 4.02 Each supervisor is responsible for ensuring, as the first priority, that employees receive proper medical treatment when injured, and reporting such injuries to **Executive Director**.
- 4.03 The **Executive Director** is responsible for ensuring that all supervisors understand this policy and their obligations under it. Additionally, the **Executive Director** is responsible for ensuring that appropriate authorities are notified in a manner consistent with the reporting requirements specified in Ontario statutes.
- 4.04 The **Executive Director** is responsible for implementing a proper investigation, with the involvement of the Joint Occupational Health and Safety Committee or Health and Safety Representation and the Ministry of Labour, into all accidents resulting in death or a critical injury or “near misses”, and spills or discharges of hazardous substances

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or pollutants into the environment.

## 5 DEFINITIONS

- 5.01 **“Adverse effect”** means one or more of,
- impairment of the quality of the natural environment for any use that can be made of it,
  - injury or damage to property or to plant or animal life,
  - harm or material discomfort to any person,
  - an adverse effect on the health of any person,
  - impairment of the safety of any person,
  - rendering any property or plant or animal life unfit for human use,
  - loss of enjoyment of normal use of property, and
  - interference with the normal conduct of business.
- 5.02 **“Critical injury”** means an injury of a serious nature that:
- places life in jeopardy;
  - produces unconsciousness;
  - results in substantial loss of blood;
  - involves the fracture of a leg or arm but not a finger or toe;
  - involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  - consists of burns to a major portion of the body; or
  - causes the loss of sight in an eye.
- 5.03 **“Hazardous substance”** includes
- a controlled product within the meaning of the *Hazardous Products Act* (Canada),
  - a substance designated as a hazardous substance by regulation, and
  - a biological, chemical or physical agent that, by reason of its properties, is hazardous to the health or safety of persons exposed to it.
- 5.04 **“Near misses”** are accidents that could have resulted in death, critical injury or damage to property exceeding **[\$2,000]**.
- 5.05 **“Pollutant”** means any solid, liquid, gas, odour or combination of these that causes or may cause an adverse effect.
- 5.06 **“Spill”** when used with reference to a pollutant, means a discharge,
- into the natural environment,

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- (b) from out of a structure, vehicle or other container, and
- (c) that is abnormal in quality or quantity in light of all the circumstances of the discharge.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

*Occupational Health and Safety Act (Ontario) and Regulations*  
*Environmental Protection Act (Ontario) and Regulations*  
*Workplace Safety and Insurance Act, 1997 (Ontario)*  
 SPP HR 6.02.ON — Accident and Injury Reporting

## **7 PROCEDURE**

- 7.01
- (a) In the event of an accident resulting in death or critical injury, the first priority for any manager or supervisor of an injured person is to ensure the injured person receives proper medical attention.
  - (b) The second priority in the event of an accident resulting in death or critical injury is to seal the area in which the accident occurred, pending the Ministry of Labour investigation. The area can only be disturbed in order to save life or relieve human suffering, maintain an essential public utility or transportation scheme or prevent unnecessary damage to equipment or other property. Otherwise, only a Ministry of Labour official can authorize re-entry into the accident site or the breaking of the seal.
  - (c) In the event of a discharge or spill of a hazardous substance or pollutant, the first priority of the person in control of the hazardous substance or pollutant is to take all reasonable steps to stop, contain or minimize the effects of the release or spill, after ensuring the safety of themselves and the public.
  - (d) Incidents described in paragraphs 7.01(a), (b) and (c) must be reported immediately to the appropriate authorities in accordance with SPP HR 6.02.ON — Accident and Injury Reporting.
- 7.02 Investigations shall be conducted by the **Executive Director** or designate in the event of a fatality, critical injury or property damage where the damage is estimated to be **[\$2,000]** or greater, or a spill of a hazardous substance or pollutant covered under the *Environmental Protection Act*. The **Executive Director** is responsible for selecting an investigation team to determine the cause of the accident and to assist in identifying any system and/or technical factors that may have contributed to the cause of the accident. An employee representative to the JOHSC or the employee HSR, as appropriate, shall be included on the investigation team. The investigation team shall convene within **[four (4)]** hours after the incident and prepare a written report within **[twenty-four (24)]** hours after the incident. Copies of the report are to be provided by

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the **Executive Director** to the JOHSC or the employee HSR, as appropriate. Any investigation shall cooperate with the requirements of the Ministry of Labour or Ministry of the Environment.

- 7.03 Accident investigations shall include, but are not limited to, the following:
- Interviewing the people involved in the accident and any witnesses to the accident.
  - Using an approved Accident Investigation Report Form to report all details of the investigation.
  - Describing the details of the occurrence.
  - Identification of unsafe acts and/or conditions contributing to the accident.
  - Describing the reason(s) for identified unsafe acts or conditions.
  - Recommending prevention/remedial measures that can be implemented to prevent recurrences of such accidents.
  - Identifying recommendations already implemented and/or a timetable for implementing recommendations.
  - Communicating to all other department/area staff about the circumstances surrounding the accident and remedial measures implemented or planned for implementation.
- 7.04 The **Executive Director** or the senior on-site manager shall ensure all appropriate authorities are notified consistent with the provisions of OHSA, WSIA, EPA and other policies related to accident and/or injury reporting.
- 7.05 The senior on-site manager shall retain copies of all Accident Investigation Reports for a minimum period of **[seven (7)]** years or until it is apparent no further legal action or regulatory investigation will ensue, whichever period is longer.
- 7.06 The senior on-site manager shall maintain a list of recommendations and respective completion dates from all Accident Investigations and follow-up, as necessary, to ensure the appropriate recommendations are implemented.