Accident/Incident Investigation

Policy Statement

Delta Springs requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for injury or property damage. Supervisors will report the accident to management within 24 hours to ensure timely submission to the WSIB. Each accident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

Objective

The prime objective of accident investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Accidents can rarely be attributed to a single cause. Work environment, job constraints, and supervisory or worker experience can all play a part. These factors must be examined to determine what role each had in causing the accident.

Once the causes are established, precautions must be identified and implemented to prevent a recurrence. Investigators must always keep in mind that effective accident investigation means fact-finding, not fault-finding.

To explain why and how an accident happened, investigators must collect information on the events that took place before and during the event. Investigators can then determine accident conditions by examining physical evidence and interviewing witnesses. Both of these steps are of equal importance and should be done as soon as possible to ensure complete accident investigation. Equally important is the need to document the steps that were taken immediately after the accident to deal with the emergency and to begin the investigation. It also identifies the forms to be used and the procedures to be followed within specified time frames.

Definitions

An Accident is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

* Lost-time Injury (LTI) refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
* Medical Aid refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
* First Aid refers only to injuries that can be treated on the job without any days lost.
* An Incident is defined as property damage but with no injury to workers.
* A Near Miss is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
* Occupational Illness is defined as a condition resulting from a worker’s exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
* Critical Injury is defined as an injury of a serious nature that:
	1. Places life in jeopardy
	2. Produces unconsciousness
	3. Results in substantial loss of blood
	4. Involves the fracture of a leg or arm but not a finger or toe
	5. Involves the amputation of a leg, arm, hand or foot but not a finger or toe
	6. Consists of burns to a major portion of the body or
	7. Causes the loss of sight to an eye.

Role of Supervisor in an Accident Investigation

The Supervisor and the Site Health and Safety Coordinator if applicable) must investigate all accidents and incidents that involve workers. This includes completing the Accident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.

The supervisor is responsible for ensuring that all accident reports are transmitted to the Health and Safety Department as described below. If a worker sustaining a First Aid later seeks medical aid, the supervisor must advise the Health and Safety Department and have the treating practitioner complete a Functional Abilities Form.

If we are not the Constructor, report the accident to the Constructor through their Safety Coordinator or Project Manager.

The supervisor should contact the injured worker at least once a week. If you require assistance, contact the Health and Safety Department.

Procedure:

1. Employee reports a work-related accident that occurred at the workplace.
2. Administer first aid as required.
3. Arrange for transportation for injured employee to medical treatment if required.
4. Ensure Return to Work package accompanies worker.
5. Isolate the accident area and call the Ministry of Labour if it is a reportable critical

injury or fatality in the workplace.

1. If the MOL gives permission to alter the scene, eliminate the hazard if possible. Or guard the accident scene if worker is critically injured until the MOL investigates and releases the scene.
2. Investigate the cause of the accident and report findings in the Accident Report form. Ensure all areas of the form are completed.
3. Send copy of the form to the Health and Safety Department
4. Report all accidents/incidents as follows:
* Lost-time Injuries
* Medical Aid
* First Aid
* Incidents and Near Misses