

## Ingersoll Support Services Inc.

<b>Policy: Workplace Accident Investigation</b>	<b>Policy # HS 10a</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective:</b> June 27 2018 <b>Revision Date:</b> June 28 2017 <b>Date of Origin:</b> March 19 2009	<b>Ministry requirement - OHSA</b>
<i>Ingersoll Support Services will comply with the Occupational Health and Safety Act in investigating workplace accidents with the Ministry of Labour.</i>	

### **Procedure:**

#### **Critical injuries:**

ALL critical injuries as defined by the OHS Act (see Policy HS 10b for definition) **MUST** be reported to the on-call Supervisor or Manager and/or the Executive Director so that it can be properly reported to the Ministry of Labour as per Policy HS 10b.

#### **Non critical injuries requiring investigation:**

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.

#### Response to Accidents Resulting in Injuries Requiring Medical Attention

##### Responsibilities of the Worker:

1. Stop the process immediately
2. Contact On-Call immediately to inform management of the situation
3. As soon as practicable, the worker must complete an Employee Accident Report form and provide the original to their supervisor and/or manager for review

4. Be available for follow-up interviews and/or WSIB form completion.

Responsibilities of the Supervisor/Manager:

1. Gather all relevant and available information with respect to the accident, such as:
  - How the accident occurred
  - 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 the worker receive safety training for work being performed?
2. Upon receipt of the Employee Accident Report from the employee, using the 'Team Supervisor Follow-up' section, identify and report on the following:
  - i. *Description of Incident* – a concise account of what occurred
  - ii. *Immediate/Underlying Causes* – root causes of the incident
  - iii. *Recommended Corrective Actions* – determine and implement temporary or, if possible, long term corrective measures to address root causes before re-starting the process
  - iv. *Action Taken* – clearly state the changes that have been made in order to prevent this accident from occurring again
3. Ensure that all necessary WSIB forms are completed and submitted, if required (see HS 10c for guidelines)
4. Ensure that copies of all records reviewed in Step 1 (training records, maintenance records, work procedures, safety talks, and equipment drawings) are attached to the accident report
5. If required, schedule a follow-up review to review effectiveness of the temporary and long term corrective measures implemented
6. 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 (see HS 10b).