



University Students' Council of the University of Western Ontario
**INJURY/INCIDENT INVESTIGATION POLICY &
PROCEDURES**

EFFECTIVE: 15th November 2011

SUPERSEDES: 16th November 2010

AUTHORITY: General Manager

RATIFIED BY: Executive Council
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**RELATED
DOCUMENTS:**

- Injury/Incident Investigation Report

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PURPOSE:

The purpose of this Policy is to establish a consistent means of recording accident/incident investigation information, which will be used to prevent a recurrence of the same or similar accidents.

The University Students' Council is committed to the protection of its employees, faculty, students, the environment and its physical assets. The University Students' Council will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses.

1.00 SCOPE

- 1.01 This Policy applies to all USC employees, and is inclusive to all injuries/accidents that occur in the course of work, and/or within the workplace.

2.00 POLICY

- 2.01 It is the policy of the University Students' Council to thoroughly and immediately investigate all injuries/incidents and report all required information to the Workplace Safety and Insurance Board and Ministry of Labour, if applicable including:

- Fatalities
- Critical Injuries
- Lost Time
- Medical Aid
- Occupational Illness
- Property Damage
- Fire
- Environmental Release
- Workplace Violence and Harassment

- 2.02 First Aid Reports and Reports of Near Misses will be reviewed on a quarterly basis by the Joint Health & Safety Committee (JHSC).

3.00 PROCEDURES



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3.01 INJURY / INCIDENT (NON-CRITICAL):

- (1) Should an occupational injury or incident occur, the injured worker shall report the incident immediately to her Supervisor.
- (2) The Supervisor shall report the injury or incident to the Human Resources Generalist and Certified Worker Representative on the Administrative JHSC immediately. The Human Resources Coordinator and Certified Worker Representative will investigate immediately the incident together with the injured worker and complete the Accident Investigation Report. This report can be found either on the USC Shared Directory or may be obtained from the Human Resources Coordinator.
- (3) The following points shall be noted during the investigation and included on the Accident Investigation Report.
 - Date & hour of injury & reporting
 - If a delay was incurred in reporting the reasons
 - What was the cause of the injury – describe the accident, the circumstances surrounding the onset of pain or the events leading up to the injury
 - **Process:** What was the worker doing & what effort was involved?
 - **Equipment/Materials:** What are the particulars of the equipment or materials involved?
 - What part/side of the body was involved-was the onset of pain gradual or sudden, was it a sharp pain or dull ache?
 - **Environment:** Where did the accident occur – be specific as to location
 - Use photographs, sketches and drawings of the incident scene indicating sizes, distances, and weights of objects where applicable
 - **People:** Name and addresses of all witnesses as well as interviews with all witnesses as soon as possible after the incident
 - Identify who conducts the interviews
 - When the interview occurred
 - Where the interview took place
 - Witness statement must be recorded
 - Was there a pre-existing condition which contributed to the injury?
 - What steps were taken to prevent the recurrence of the accident? i.e. retraining of the employee, change of equipment and the status of any actions
 - What conditions contributed to the accident?
 - Recommendations for corrective action



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- (4) The Health and Safety Coordinator has a digital camera available for use, which may be utilized for attaching any required photos to the report.
- (5) The injured worker's Supervisor shall monitor any implemented recommendations and if required be assisted by the Health and Safety Coordinator and Certified Worker Representative for any difficulties or concerns.
- (6) The Health and Safety Coordinator will complete and submit reports as required by the Workplace Safety and Insurance Board. She will also generate a statistical analysis related to accidents/incidents as required.

3.02 INJURY/INCIDENT (CRITICAL):

- (1) Critical injury investigations involve unique and strict procedural protocols as prescribed by legislation.
- (2) Regulation 834 of the Occupational Health and Safety Act (OHSA) states: For the purposes of the Act and Regulations, "critically injured" means an injury of a serious nature that:
 - i. Places life in jeopardy;
 - ii. Produces unconsciousness;
 - iii. Results in substantial loss of blood;
 - iv. Involves the fracture of a leg or arm, but not a finger or toe;
 - v. Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - vi. Consists of burns to a major portion of the body; or
 - vii. Causes the loss of sight in an eye.
- (3) If an employee is killed or critically injured, then the injured employee's supervisor shall notify the Health and Safety Coordinator as soon as possible. The Health and Safety Coordinator shall notify the Ministry of Labour; the Ministry of the Environment, the WSIB, the General Manager, the Administrative Joint Health & Safety Committee Co-chairs and the applicable trade union. The General Manager shall notify the next of kin.



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- (4) The accident scene shall be preserved as per the OHS Act:
Where a person is killed or critically injured at a workplace, no person shall disturb the scene, except for the purpose of:
- i. Saving life or relieving human suffering;
 - ii. Maintaining an essential public utility service or a public transportation system; or
 - iii. Preventing unnecessary damage to equipment or other property
- interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour Inspector.
- (5) In order to ensure that the accident scene is not disturbed, the scene will be secured and all work activity in this area will cease. No persons other than those designated with authority to do so shall be allowed near the area.
- (6) An investigation shall commence immediately. The investigation will involve the gathering of information and no piece of equipment, tool or thing will be disturbed that may have been involved in the accident.
- (7) External agencies such as Ministry of Labour, Ministry of the Environment., London Police Services, Western Campus Police, Coroner, etc. may take charge of the scene and conduct their own independent investigation.
- (8) The University Students' Council Accident Investigation Report shall be completed by the Health and Safety Coordinator as part of the corporation's investigation process.
- (9) The Health and Safety Coordinator shall submit the report as per Section 51(1) of the OHS Act within 48 hours to the Ministry of Labour. As outlined in Section 5(1) of Regulation 851 of the OHS Act the report shall contain the following information:
- Name & address of employer;
 - Nature & circumstances of the occurrence and injuries sustained by the worker;
 - A description of any equipment or machinery involved;
 - Time & place of occurrence;
 - Name & address of the person who was killed or critically injured;
 - Names & addresses of all witnesses to the occurrence; and,



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- Name & address of the physician or surgeon, if any, by whom the person was or is being attended for the injury

(10) The accident scene will remain secured and no work activity will be performed in the area until the Human Resources Generalist has been notified by the Ministry of Labour that the investigation is complete and the resumption of normal work activities can be initiated.

4.00 TRAINING

4.01 JHSC members shall be trained in injury/incident investigation techniques & principles by the Health & Safety Coordinator.

4.02 Managers and Supervisors shall be trained in injury/incident investigations during orientation, at their annual health and safety refresher, or before conducting an injury/incident investigation.

5.00 ROLES AND RESPONSIBILITIES

5.01 Management responsibilities are to

- (1) Assure immediate medical assistance where required; and,
- (2) Report the injury or incident to the Health & Safety Coordinator and Administrative JHSC Worker Representative immediately so that the investigation can be conducted and actions can be taken to prevent future similar accidents/injuries.

5.02 Administrative Joint Health & Safety Committee Worker Representatives responsibilities are to

- (1) When the Administrative Joint Health & Safety Committee determines it to be necessary, a certified worker representative will investigate critical injuries and other serious accidents/incidents with the Human Resources Generalist;
- (2) The certified worker representative will complete and review the Accident Investigation Report and make recommendations for corrective actions to management;
- (3) Support the implementation of this policy by discussing injury trends, where known, with Human Resources;
- (4) Protect the privacy of employees with respect to injury/illness/accident/incident information in their possession; and,



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- (5) Make recommendations based on root causes of injury/incident investigation findings in order to make improvements and corrections in order to prevent any further incidents from occurring.

5.03 Health and Safety Coordinator Responsibilities are to

- (1) Immediately investigate all accidents and incidents to the extent needed to determine cause and actions needed to prevent a recurrence and to complete all sections of the Accident Investigation Report. Such investigations are to include assessing the scene of accidents and interviewing of witnesses;
- (2) Assist when occupational health and safety expertise is needed in completing corrective actions identified by the supervisor;
- (3) Ensure that training is provided in accident/incident investigation and reporting, as needed;
- (4) Assist service areas, as needed, in meeting reporting requirements (i.e. to WSIB, MOL, JHSCs, Unions);
- (5) Establish corporate guidelines for accident/incident investigation and reporting;
- (6) Establish corporate supervisory training standards and monitor implementation;
- (7) Review accident/incident trends to assist in identification and initiation of appropriate prevention efforts in order to prevent a reoccurrence;
- (8) Document the recommendations for improvements and corrections as generated by the JHSC as well as date of implementation; and,
- (9) Communicate any changes in the system as a result of improvements following an injury/incident investigation.

6.00 COMMUNICATION

- 6.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7.00 EVALUATION

- 7.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



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