

Corporate Policies

SECTION: HEALTH AND SAFETY – Accident/Incident Investigation	POLICY # 12.3.1
SUBJECT: Accident Investigation	
EFFECTIVE: November 25, 2010	REPLACES: PAGE: 1 of 8
APPROVED BY: Amalia Liadis	PROCEDURAL UPDATES: Name/Date: November 25, 2010

POLICY STATEMENT:

An effective accident investigation will methodically examine all types of accidents that have or could have resulted in physical harm to employees.

The intent of the investigation is to establish facts and circumstances, determine causes and assign remedial actions to prevent a similar type of accident.

PURPOSE:

To ensure all types of accidents are investigated by the supervisor and reported to Health and Safety Services in a timely manner. It will also ensure compliance with the *Occupational Health and Safety Act* for proper notification and reporting of workplace accidents to the appropriate workplace parties and the Ministry of Labour.

SCOPE:

All employees of the Corporation.

DEFINITIONS:

Critical Injury	Ontario Regulation 834 under the <i>Occupational Health and Safety Act</i> , means an injury of a serious nature that: a. places life in jeopardy; b. produces unconsciousness; c. results in substantial loss of blood; d. involves the fracture of a leg or arm but not a finger or toe; e. involves the amputation of a leg, arm, hand or foot but not a finger or toe; f. consists of burns to a major portion of the body; or, g. causes the loss of sight in an eye.
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First Aid Treatment	Minor injury to employee requiring first-aid which under slightly different circumstances could have resulted in any of the above.	
Incidents	No injury to an employee, damage to property, or loss to process which under slightly different circumstances could have resulted in any of the above.	
Lost Time Injury	Employee loses time from work as a result of a work-related accident.	
Professional Medical Treatment	Work-related injury that requires outside professional medical treatment by a medical doctor, surgeon, optometrist, chiropractor, dentist, hospital emergency, skilled nursing care, drugless practitioner or chiropodist.	
Property Damage	Damage to City of Brampton property without any injury to employee which under slightly different circumstances could have resulted in any of the above.	
Serious Injury	<p>Under the Guidelines for the Structure and Function of the J.H.S.C. C.U.P.E. Local #831, means:</p> <ol style="list-style-type: none"> any injury resulting in any broken bone or amputation of any body part; any head or eye injury; any injury requiring stitches to close a wound; where a worker is struck (directly) by moving equipment or machinery; a vehicle accident involving personal injury to a worker; a fall from any elevation exceeding four (4) feet; where a worker is transported to hospital by ambulance; where a worker is overcome by vapours; or, any incident of fire. 	
Workplace Violence	<p>Means,</p> <ol style="list-style-type: none"> The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. 	

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TYPES OF ACCIDENTS:

The accidents that must be reported and immediately investigated on the Supervisor's Report of Employee Incident/Accident include:

- fatalities
- critical injuries
- serious injuries (C.U.P.E. employees only)
- lost time injury
- professional medical treatment
- first aid treatment
- property damage
- acute/chronic occupational illness and
- fire/explosion incidents

INVESTIGATION FRAMEWORK:

1. COLLECT INFORMATION ON THE ACCIDENT INCLUDING:

- a. a description of the accident including the nature of the injury, the cause, time, place, how equipment was involved, what the worker was doing, worksite conditions and any other information which may be relevant;
- b. situational factors such as work history, supervision or instructions provided, similar accidents or events and previous actions taken;
- c. organizational factors such as safety rules, procedures, maintenance schedules, communication, training, etc.;
- d. physical evidence or photographs of material or equipment involved in the accident; and
- e. the injured worker's statement and witness statements or police reports, where applicable.

2. ANALYZE THE INFORMATION BY DETERMINING THE ROOT CAUSE OF THE EVENT AND WHY IT OCCURRED.

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3. DETERMINE EFFECTIVE CORRECTIVE ACTION, WHICH MAY INCLUDE:

- a. developing written procedures;
- b. developing and providing training and education; or
- c. identifying necessary adjustments to organizational factors such as work schedules, supervision requirements, improved communication, etc.

PROCEDURES:

1. EMPLOYEE RESPONSIBILITIES

- a. Report all types of accidents immediately to the supervisor.
- b. Unless for reasons of safety, remain at the scene of all types of accidents until the supervisor has conducted the accident investigation or gives further direction.
- c. Provide witness statement to supervisor if you saw or have knowledge of the accident.
- d. Do not disturb the accident scene in the case of a fatality or critical injury.

2. SUPERVISOR RESPONSIBILITIES

a. **Accident Investigation**

The supervisor must investigate **all types of accidents** that have or could have the potential to cause harm to employees and/or property.

The supervisor can conduct the investigation by:

- i. following the steps outlined in the Investigation Framework, and,
- ii. participating as a member of the investigation team, in the case of a fatality, critical injury, or serious injury (C.U.P.E. employees only), and as otherwise recommended by Health and Safety Services.

b. **Notification**

In the event of a fatality, critical, serious injury (C.U.P.E. employees only), occurrence of workplace violence, the supervisor in charge is responsible for immediately notifying:

- i. the appropriate Emergency Service at 911 (Fire, Ambulance, Police), if required;

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- ii. Health and Safety Services (905-874-2158 or 905-874-3562 or 905-874-2161 or 905-874-2412 from 8:30 a.m. to 4:30 p.m.); and
- iii. if the accident occurs after hours (4:30 p.m. - 8:00 a.m.), contact in the following order:
 - Health and Safety Services via the Call Centre (905-874-2000), Ministry of Labour 1.877.202.0008
 - appropriate joint health and safety committee (JHSC) worker and/or management representative

c. Site Protection and Assessment

In the event of a fatality or critical injury, it is vital that the accident site be preserved and protected from tampering or further mishaps. The supervisor must:

- i. take steps to immediately protect the accident site except for the purpose of:
 - saving a life or relieving human suffering
 - maintaining an essential public utility service or a public transportation system
 - preventing unnecessary damage to equipment or other property;
- ii. conduct a physical inspection of the accident scene as quickly as possible after the incident/accident;
- iii. take notes about the condition of any machinery, equipment, device or thing at the site and about any environmental conditions (e.g. working surfaces, lighting, noise);
- iv. examine in detail the actual work which was in progress at the time of the accident; and,
- v. take photographs of all relevant conditions and equipment from various angles.

3. HEALTH AND SAFETY SERVICES RESPONSIBILITIES

a. Fatality or Critical Injury

- i. Upon notification of a fatality or critical injury, the Health and Safety Services will: immediately contact the Ministry of Labour, the appropriate JHSC worker and/or management representative, trade union, and the appropriate Departmental Director, if required;
- ii. lead an investigation team that will include the appropriate JHSC worker and/or management representative, the supervisor, and any other parties as appropriate; and,

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- iii. compile all completed reports and forward a final written report to Ministry of Labour, City Manager, Commissioner and the Departmental Director within 48 hours after the fatality or critical injury.

b. Workplace Violence

Upon notification of an occurrence of workplace violence, Health and Safety Services will:

- i. Provide a written report to the JHSC, as prescribed, within 4 days of the occurrence where an employee has been disabled from performing his / her usual work or has required medical attention due to an occurrence of workplace violence.

c. Serious Injury (C.U.P.E. employees only)

Upon notification of a serious injury, Health and Safety Services will:

- i. consult with the supervisor to determine if an investigation will be conducted jointly with Health and Safety Services and the JHSC worker and/or management representative.

Note: The supervisor must conduct the accident investigation irrespective of Health and Safety Services and JHSC representative involvement. Depending on the severity of the serious injury, Health and Safety Services may participate in the accident investigation.

Note: The JHSC worker and/or management representative may choose to investigate the serious injury as per the JHSC Committee Guidelines.

- ii. if the accident investigation was conducted jointly, Health and Safety Services will complete and forward the report to the Departmental Director within 2 calendar days of the accident being reported.

Note: The supervisor must still complete Supervisor's Report of Employee Incident/Accident report and forward the report to the Departmental Director within 2 calendar days of the accident being reported.

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4. JOINT HEALTH AND SAFETY COMMITTEE REPRESENTATIVES RESPONSIBILITIES

a. Fatality or Critical Injury

Upon notification of a fatality or critical injury, the JHSC representative will:

- i. immediately go to the accident scene after notifying his/her supervisor;
- ii. participate as a member of the investigation team; and,
- iii. share all information obtained with the investigation team.

b. Serious Injury (C.U.P.E. employees only)

Upon notification of a serious injury, the JHSC representative will:

- i. advise their supervisor of the accident and their wish to investigate the accident;
- ii. arrange a suitable time to investigate the serious injury within 2 calendar days of being made aware of the accident;

Note: The supervisor of the JHSC representative shall permit the representative time from work to investigate the serious injury within 2 calendar days of being made aware of the serious injury.

- iii. participate as a member of the investigation team; and,
- iv. share all information obtained with the investigation team.

5. DEPARTMENTAL DIRECTOR RESPONSIBILITIES

- a. Review and sign each Supervisor's Report of Employee Incident/Accident and ensure the corrective measures have been implemented to prevent a similar occurrence.
- b. Forward the signed documents to Health and Safety Services within 3 calendar days of the incident/accident being reported.
- c. Communicate corrective measures to employees via supervisor.
- d. In the event of a fatality or critical injury (depending on the nature), notify the City Manager, appropriate Commissioner, Public Relations and all politicians.
- e. Provide assistance to the supervisor, Health and Safety Services and JHSC representatives, as required.

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6. CITY MANAGER/COMMISSIONER/EXECUTIVE DIRECTOR RESPONSIBILITIES

- a. In the event of a fatality or critical injury (depending on the nature), notify a family member of the employee in person.
- b. Provide assistance as required by the family, such as transport to hospital, etc.

GENERAL:

- a. No person shall knowingly:
 - i. hinder or interfere with a JHSC representative from investigating accidents where an employee is killed, critically injured, or seriously injured (C.U.P.E. employees only), or,
 - ii. furnish a JHSC representative with false information when investigating accidents.
- b. Do not release any information to a member of the public, media, etc. The Public Relations Office will address any inquiries, where necessary.
- c. Any enquires concerning the accident investigation procedure should be directed to the Health and Safety Services.

ACCOUNTABILITY:

All employees of the Corporation are accountable to adhere to this policy as outlined.

ADMINISTRATION:

Health and Safety Services, City of Brampton, 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Division. 905.874.2166.