



Policies & Procedures Manual

Section: WORKPLACE SAFETY AND HEALTH - GENERAL

Title: ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING

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Policy Number:

WS-01-04

Approved by:

Senior Executive Council

Effective Date:

September 20, 2017

Replaces:

WS-01-04 (April 22, 2013)

POLICY STATEMENT

The employer is responsible for reporting and investigating accidents and incidents in the workplace.

PURPOSE OF POLICY

To outline the responsibilities of the employer, its supervisors and employees concerning the establishment, maintenance and promotion of a safe and healthy working environment in compliance with the Workplace Safety and Health Act and associated regulations.

RESPONSIBILITIES

1. It is the responsibility of the employer to provide policies, procedures and programs designed to promote a safe, healthy environment for all users of UCN facilities.
2. Each supervisor is responsible for ensuring the Safety Management System within their area of responsibility is fulfilled.
3. Workers are responsible for taking reasonable care to protect their own safety and health and the safety and health of others who may be affected by their acts or omissions at work.

PROCEDURES FOR SUPERVISORS FOLLOWING A WORKPLACE INCIDENT/ACCIDENT

1. Promptly apply or obtain first aid for the injured worker. If necessary, provide or arrange transportation, at the employer's expense, to a place where proper medical care can be given.
2. If transportation by ambulance is not available and other transportation is used, the injured worker must be accompanied by at least one person in addition to the driver. (In remote areas this may not always be possible.)
3. As soon as possible, make a full investigation of the accident and causes leading up to it as defined in the "Incident/Accident Investigation Procedure Section." A member of the Workplace Safety and Health Committee should be informed and take part in the investigation.
4. All injuries must be reported in the manner described in the "Reporting Section" of this policy.
5. Arrange correction of any hazardous conditions that may have contributed to the accident.
6. Where an accident of a fatal or serious nature occurs or where an explosion or fire occurs in or about a workplace, the supervisor shall notify the local police authorities, the Workplace Safety and Health Division of Manitoba, the Human Resources Division, their immediate

supervisor and the Co-Chairs of the Workplace Safety and Health Committee. This shall be accomplished by the fastest means of communication available.

7. No equipment, apparatus, appliance or materials involved in a fatality, serious injury, explosion or fire shall be moved except to release a worker or to avoid the creation of additional hazards.

ACCIDENT/INCIDENT INVESTIGATION

1. All accidents and incidents, including near misses, must be investigated.
2. Accidents involving loss of any body part or portion thereof; loss of function of a body part; loss of consciousness due to fall, electric shock, inhalation of toxic gases or exposure to an oxygen deficient atmosphere; or other major disabling injuries shall be investigated by a committee comprised of the following:
 - a) The Co-Chairpersons of the Workplace Safety and Health Committee, one of whom will chair the investigation;
 - b) Immediate supervisor; and
 - c) The President and Vice-Chancellor or designate at his/her discretion.
3. The investigating committee's written report is distributed as follows:
 - a) Original – Human Resources
 - b) First copy - President and Vice-Chancellor or designate (Only for serious and/or fatal incidents. All other incidents will be included in an annual report sent to the President and Vice-Chancellor).
 - c) Second copy - Co-Chairpersons, Workplace Safety and Health Committee
4. Lost-time accidents of a less serious nature shall be investigated by the immediate supervisor, accompanied by a worker member of the Workplace Safety and Health Committee. If it is not practicable to have a committee member present, the next appropriate person is the shop steward or a worker representative, in that order.

Minor accidents and near-misses are of prime concern. They are a warning to the supervisor of a condition or practice which, if allowed to continue, could cause serious injury.

The Campus Managers in Thompson and The Pas, the Workplace Health and Safety Manager, or the applicable Regional Centre Coordinator, along with the Workplace Safety and Health Committee Co-chairs shall sign the Accident Investigation Report.

INVESTIGATION PROCEDURES

1. The "Notice of Injury to Employer" form and the "Incident/Injury Report Form", if completed in detail and accurate, will provide the necessary information for the intended purpose (fact finding **not** fault finding).

It is extremely important to interview all witnesses and the injured employee individually. Where possible, have any witness to the accident sign a witness statement.

Accident investigation can be a very difficult task. The individual being interviewed may be reluctant to provide complete facts about an accident. They may be afraid of disciplinary action, embarrassed, or reluctant to place blame on friends, co-workers or supervisors. The interview location should be determined by the employees involved in order to maximize their comfort level.

During the interview, the interviewer must first eliminate or reduce fear and anxiety by creating a feeling of trust. Once this has been established, the following five-step method should be followed:

- a) Discuss the purpose of the investigation and the interview (fact finding **not** fault finding).

- b) Have the individual relate their version of the complete accident with minimal interruptions. If the individual being interviewed is the one who was injured, ask them to explain where they were, what they were doing, how they were doing it and what happened. Ask the person to explain the sequence of events that occurred at the time of the accident.
- c) Ask questions to clarify facts and fill in gaps.
- d) The interviewer should then relate their understanding of the accident to the person being interviewed. Through this review process, there will be ample opportunity to correct any misunderstanding that may have occurred, and clarify, if necessary, any of the details of the accident.
- e) Discuss methods of preventing recurrence; ask the individual for their suggestions aimed at eliminating or reducing the impact of the hazards which caused the accident to happen. By asking the individual for their ideas and discussing them, the interviewer will emphasize the fact finding purpose of the investigation in a sincere manner.

REPORTING

1. The employees are responsible for reporting all incidents or injuries by completing and submitting a "Notice of Injury to Employer" form and an "Incident/Injury Report Form" to their supervisor. These forms can be found on the UCN website by going to "Faculty & Staff" -> "Workplace Health Safety" -> "General Documents". These forms can also be obtained from the Workplace Safety and Health Coordinator's office in The Pas.
2. For a lost time injury, it is the responsibility of the employee to complete a "WCB Worker Incident Report" and forward it to Human Resources. This form can be found on the UCN website by going to "Faculty & Staff" -> "Workplace Health Safety" -> "General Documents"; or by contacting the Workplace Safety Health Manager in The Pas.
3. The supervisor is responsible for submitting the "Notice of Injury to Employer" to Human Resources and submitting the "Manitoba Finance Insurance and Risk Management Branch Incident Report Form" to Finance.
4. Upon reporting of any incident or accident, it is the responsibility of Human Resources to notify the Workplace Safety and Health Committee at that location and provide documentation regarding the incident.
5. It is also the responsibility of Human Resources to work with the Worker's Compensation Board to complete the necessary documents.
6. All supervisors are required to report serious or fatal accidents to:
 - a) The President and Vice Chancellor
 - b) Human Resource Division
 - c) Immediate supervisor
 - d) Co-Chairpersons of the Workplace Safety and Health Committee.
7. The employer (Human Resources Division) is responsible for reporting all injuries requiring medical attention to the Workers' Compensation Board within five (5) days of notification by the employee or awareness of the injury, whichever comes first. Delayed reporting can cause delayed payment to the employee. The employer is also required to report fatal or serious accidents to the Workplace Safety and Health Division and local authorities.