

## SECTIONS 11 – INCIDENT INVESTIGATIONS

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## INCIDENT INVESTIGATION POLICY

GRD Construction Ltd. requires all employees to immediately report to their foreman all incidents that result in injury or property damage and all “near misses” or “no loss incidents” that had potential for serious injury or property damage.

The company will investigate all accidents and incidents it deems necessary including, but not limited to the following:

- Accidents resulting in death or injury requiring medical treatment
- Causes of occupational illness
- Accidents and incidents involving property damage that result in loss
- Near miss accidents that could have caused serious injury or property damage
- Structural failures, including those in; buildings, cranes, hoists, or temporary structures
- Any accident that by regulation is required to be investigated
- Any trends objected by the safety department from the incident reports

All investigations will be initiated within 24 hours. Incidents required to be reported immediately to WCB and or OH&S and other governing bodies will be carried out accordingly.

Investigations will:

- Determine the cause of the incident
- Identify any unsafe conditions, acts or procedures that contributed to the incident
- If unsafe conditions, acts or procedures are identified, corrective action will be taken to prevent similar incidents.
- Where possible, obtain witness statements
- Report incidents to necessary regulatory officials

Please assist the company in reporting and documenting all incidents and near misses/no loss, as it will help the company in maintaining and improving an appropriate Health and Safety Program and make this a safe environment for all to work in.

Note: The information in this policy does not take precedence over applicable government legislation with which all employees should be familiar.

**Date – August 1, 2013**

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**CEO – Bobby Janjua**

## **INCIDENT REPORTING**

As a foreman/supervisor, you are required to facilitate/assist all those involved in an incident in completing the following terms.

1. Investigation & Incident Report
2. All WCB Forms required
3. Worker's Report
4. Employers Report

**For all injury incidents**, the WCB forms must be completed by both the employer and employee and faxed to WCB within 72 hours of the incident.

**IF:**

- Work related injuries are likely to cause the worker to be off for more than the day of the injury.
- Injuries require ongoing medical treatment
- The injuries result in permanent disability

## **REPORTING INCIDENTS TO OCCUPATIONAL HEALTH AND SAFETY**

Occupational Health & Safety must be informed of all incidents that meet any or all of the following criteria:

- Injury or incident that results in death
- Injury or incident that results in worker admitted to hospital for more than 2 days.
- An unplanned or uncontrolled explosion, fire or flood that causes serious injury or the potential to.
- The collapse of crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

## INCIDENT INVESTIGATION PROCEDURES

Important learning's are lost when those involved in an incident do not participate in the investigation to prevent recurrence. Therefore, a worker representative shall include in the investigation at all times. The safety coordinator will assist with all the investigations as required by the foreman.

### **Pre-Investigation**

Where practicable, the scene of an accident required to be reported to OH&S and/or WCB regulations must be left untouched until permission to clear the scene has been granted by an OH&S and/or WCB officer. The exception is when activities are needed for rescue work or prevention of further failures or injuries.

1. Gather and review any written information on the incident
2. Prepare an investigation kit including measuring tape, pencil, paper, and camera and report forms.
3. Review the workers personnel file, incident record, previous injuries and experience.

### **Investigation**

1. **Pre-Incident Stage** – The factors that permitted the sequence of events leading to the incident. These may include employer characteristics; trade, size, safety program, supervision, equipment management, etc., and/or employee characteristics; age, sex, occupation, health, experience, training, etc.
2. **Incident Stage** – The immediate factors in the incident. These may include what the victim was doing; task, specific activity, posture, location, etc. Material and equipment directly involved; type, brand, size, guarding, condition, etc. Actions and movements that lead to the accident; fall, slip. Trip. Horseplay, etc. Environmental characteristics; weather, lighting, noise, temperature, etc.
3. **Post-Incident Stage** – The factors occurring after the actual accident that minimized or increased the seriousness of the accident. These may include the response time of the emergency personnel, first aid available on site, location and condition of emergency equipment, evacuation procedures, and personal protective equipment worn or unused.
  - Visit the incident location. Make yourself thoroughly familiar with the area, machinery and equipment involved.
  - Gather the necessary data: photos, measurements, notes, drawings, witness names, etc.
  - The accident report form shows the information required by OH&S and/or WCB regulations. Additional factors that should be considered during the investigation include:

- a) The exact location of the incident
- b) Equipment, machinery, tool or material involved
- c) Environment conditions
- d) Job being performed
- e) Unsafe acts involved
- f) Injuries and damage incurred
- g) The safe job procedure (or lack of)
- h) The ability of workers foreman
- i) Workers occupation, experience, age, physical and mental condition, PPE used and required.
- j) Remedial actions
- k) Job and company morale
- l) Anyone else involved
- m) Safety and loss prevention program
- n) The time period of incident occurrence and reporting of it.

Collect witness statements and interview witnesses and other persons who may have details about the incident. Interviews require you to be fair and open-minded. Look for facts, not someone to blame for the incident.

During your interview you should:

- a) Put the individual at ease
- b) Keep interview private
- c) Advise the individual of the purpose of the interview, ex: to establish the facts, not to place blame
- d) Obtain the individuals version of how and why the incident occurred. Don't look for confirmation of your own pinion and never argue with the interviewee. Ask open ended questions that require more than a yes or no answer.
- e) Repeat the individual's story back to them. Try and clear up any inconsistencies in facts that may be evident.
- f) Do not make assumptions. Use consideration to determine what happened.
- g) Let the individual know by what date the report will be completed.
- h) Thank the person

### **Post Investigation**

- a) Review and analyze the information gathered
- b) Complete and incident investigation report, providing at least the following information as required by OH&S and/or WCB
- c) The place, date and time of the incident
- d) A brief description of the incident
- e) The names and jobs of the injured and the witnesses
- f) The events preceding the incident
- g) The cause of the incident, including contributory and incidental factors
- h) The names of the persons who investigated the accident
- i) Corrective action if any and when they will be implemented

Forward the report to the Safety Coordinator along with the copy of the daily hazard assessment for all person(s) involved in the incident.

All incident investigations must be followed up to ensure recommended corrective actions have been completed.

All incident investigations must be kept on site for reference in a secure locations where they are not accessible to persons other than the foreman, president and safety department. After the completion of the incident, all forms will be sent to the head office.



What was the direct immediate cause?

What were the indirect underlying causes?

Recommended preventative action:

To be completed by: \_\_\_\_\_ Date: \_\_\_\_\_

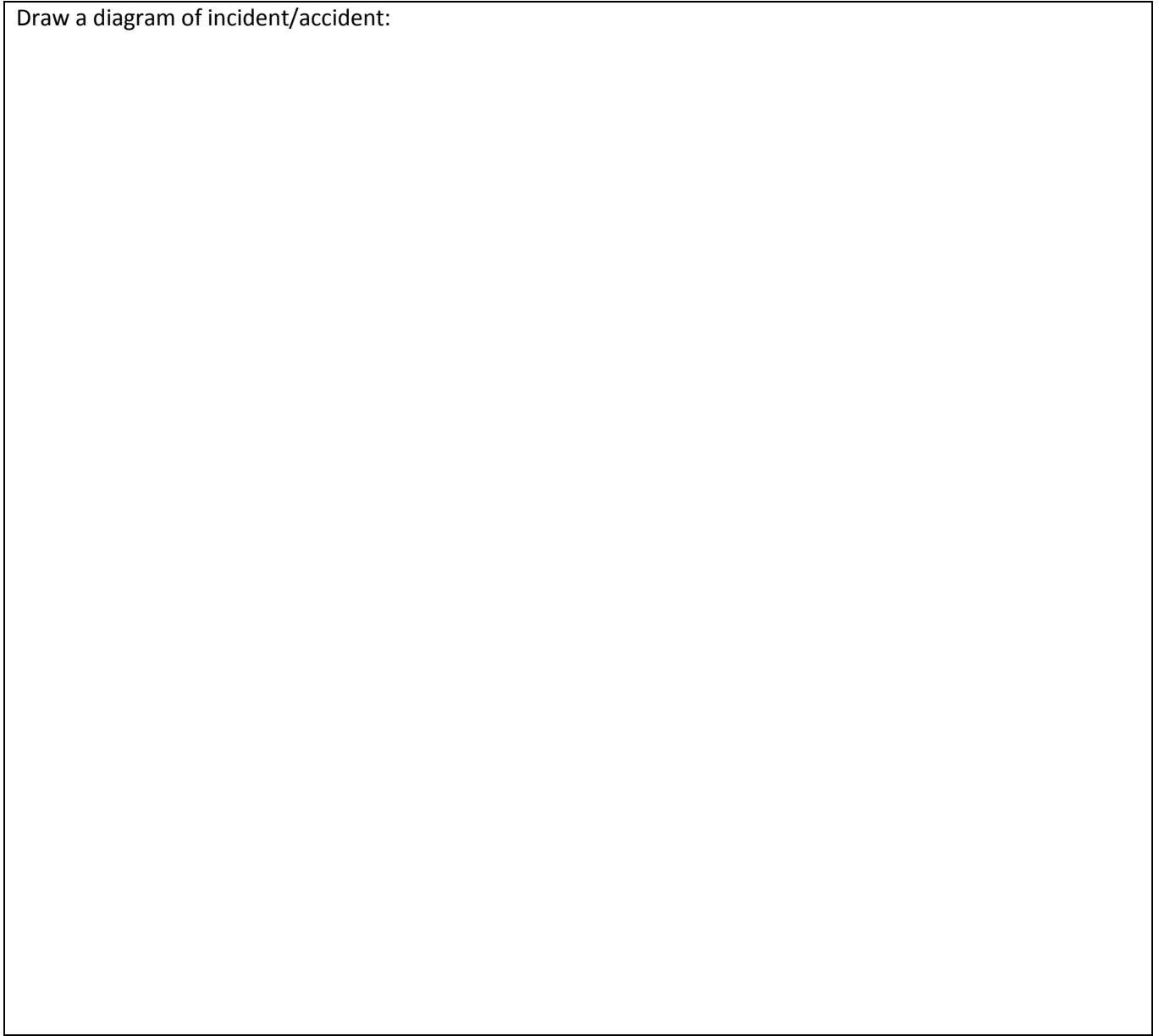
Followed-up by: \_\_\_\_\_ Date of follow-up: \_\_\_\_\_

Name of person investigating: \_\_\_\_\_

Signature: \_\_\_\_\_



Draw a diagram of incident/accident:



Date: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**INCIDENTS / ACCIDENTS WITNESS STATEMENT FORM**

Date of Incident/Accident: \_\_\_\_\_

Type of Incident:      Near Miss       Minor Injury       Serious Injury

Witness Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Witness Report:

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_