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Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Workplace Accident Investigation</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

Following the occurrence of a workplace accident and completion of the Employee Incident Report, the responsible Manager/Supervisor must assist with the investigation/debriefing into the causes of the incident. Timely reporting of a workplace accident is necessary to comply with the provincial Workplace Safety & Insurance Act.

**Purpose:**

The objective of the investigation is to investigate the circumstances related to an accident, determine the causes and to implement corrective actions to prevent reoccurrence. The investigation provides an opportunity for the Manager/supervisor and employee to discuss concerns related to the incident.

**Responsibility:**

Immediate Supervisor or Manager, Joint Health and Safety Committee, Occupational Health and Safety, OPSEU or representing union, Ministry of Labour

**Key Elements:**

- Person(s) Conducting Investigation
- Steps Involved in Accident Investigation
- Critical Injury Definition

**Related Documents:**

<a href="#"><u>JOINT HEALTH &amp; SC AND INTERNAL RESPONSIBILITY SYSTEM</u></a>	MI\LS\03\01
<a href="#"><u>MEDICAL EMERGENCY</u></a>	MI\LS\30\01
<a href="#"><u>REPORTING WORK RELATED INCIDENTS</u></a>	MI\LS\31\01
<a href="#"><u>WORKPLACE ACCIDENT INVESTIGATION</u></a>	MI\LS\32\01

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**Procedure:**

**PERSON(S) CONDUCTING INVESTIGATION**

Nature of accident	Person(s) Conducting Investigation				
	Immediate Supervisor or Manager	JHSC Joint Health and Safety Committee	Occupational Health and Safety	OPSEU or representing union	Ministry of Labour
First aid accident	✓		As required*		
Lost time accident	✓		As required*		
Medical aid accident	✓		As required*		
Loss of process (damage to equipment)	✓		✓		
<u>Critical injury</u> ** or death	✓	✓	✓	✓	✓

**STEPS INVOLVED IN ACCIDENT INVESTIGATION**

The level of investigation required depends largely on the seriousness or potential seriousness of the outcome of the accident. Investigations may be finished in minutes or may take weeks to conclude.

Once the injured worker has received medical attention:

1. Secure and manage the accident scene, if required. If possible, neutralize any hazards or dangers that may be present.
2. Notify required parties as per the chart above.
3. Collect the names of any and all persons who witnessed the accident or may have knowledge of the accident.
4. Do not restart any machinery involved in an accident or disturb any physical evidence unless cleared by the Supervisor / Manager.
5. Investigation may include;
  - Completed Employee Incident Form
  - Witness Statements
  - Drawings, pictures and or descriptions of all equipment involved.
6. For more information, see Module 6: Accident Investigations in the Manufacturing Sector Certification Training Program Manual.

\* As required - May depend on the nature of the accident, frequency and / or potential for a more serious outcome / injury.

\*\* Critical injury – see below

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## **CRITICAL INJURY - DEFINITION**

### ***Regulation 834 under the Occupational Health and Safety Act***

“Critically injured” means an injury of a serious nature that,

- a) places life in jeopardy
- b) produces unconsciousness
- c) results in substantial loss of blood
- d) includes 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
- g) causes the loss of sight in an eye