



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES

#### INCIDENT REPORTING

##### PURPOSE

It is compulsory to report all accidents/incidents and all injuries, no matter how slight, to a supervisor. All injuries and serious incidents, including near misses, shall be promptly reported and investigated to determine their root cause. Comprehensive and documented investigations will be performed that identify and prioritize corrective and preventative actions to eliminate or reduce the risk and recurrence of near misses, injuries and incidents. This shall specifically include an analysis of the incident.

The proposed corrective and preventative action shall be reviewed through the risk assessment process prior to implementation to ensure these are appropriate to the nature and extent of the hazards and associated risks. Corrective and preventative actions, including changes in procedures, processes or existing systems are documented, communicated, followed up and completed. Confirmation of the effectiveness of corrective and preventative action shall be undertaken.

##### RESPONSIBILITIES

***Injured Person:*** is responsible for immediately reporting an injury or incident to their supervisor and participating in the investigation, including suggesting corrective actions.

***Supervisor:*** is responsible for completing the appropriate documentation and interviewing witnesses, if applicable; submitting the report to Human Resources; notifying Human Resources of the incident; and seeking assistance in the investigation, where required.

In the event of a **critical injury**, the supervisor will immediately contact Human Resources, who will in turn contact a Joint Health and Safety Committee (JHSC) member, ensuring the scene is secured. The supervisor is responsible for suggesting corrective actions, with input from the worker member of the JHSC, and monitoring any implemented recommendations.

***The Joint Health and Safety Committee (JHSC)*** will review a summary of all accident investigations at the first scheduled meeting after the completion of the investigation. The JHSC will follow up on any outstanding or unresolved issues noted in the recommendations. The JHSC will also review health care, first aid and incident/near miss reports at the regularly scheduled meetings.

**Worker Member of the JHSC:** when required by law, will participate in accident investigations, including suggesting corrective and preventive actions.

**Human Resources:** will complete and submit reports as required by the Workplace Safety and Insurance Board. For a critical injury, Human Resources shall notify the Ministry of Labour and the JHSC Co-chairs. Human Resources will complete the Critical Injury Report Form and submit it to the Ministry of Labour.

## PROCEDURES:

### **Reporting when a medical visit is required**

If employees seek medical attention for their injury, they must ask the treating Health Care Provider for page three of the Form 8. The Form 8 is the Health Professional's Report of Injury that is sent to the Workplace Safety and Insurance Board (WSIB). The Form 8 captures functional abilities information, thereby eliminating the need for a Functional Abilities Form (FAF) on the initial visit. The employee must return the completed page three (3) of the Form 8 to Human Resources as soon as practicable to ensure a successful early and safe return to work

### **Performing an investigation**

The supervisor (and a worker member of the JHSC when required by law) must conduct an accident investigation as soon as possible but within 24 hours of the occurrence, including:

- Interviewing employee(s) involved;
- Interviewing witnesses;
- Identifying primary/secondary hazardous conditions;
- Identifying primary/secondary unsafe actions;
- Identifying primary/secondary root causes; and,
- Recommending prevention/remedial actions.

The supervisor shall investigate the incident together with the injured worker and then complete the Supervisor's Report of Injury. Once completed, these reports are to be forwarded to Human Resources.

### **Identifying cases and contributing factors**

During an accident investigation, it is very important to determine the root cause and contributing factors surrounding an accident. Therefore, it is imperative that the supervisor (and a worker member of the JHSC when required by law) review the accident scene in person and interview all witnesses and injured parties individually as soon after the accident as possible. Contributing factors are important to note, to ensure root accident causes are fixed so the same incident does not happen again. Contributing facts may include such things as people, equipment, material, environment and processes.

## **Recommendations for corrective and preventative action**

After an investigation has concluded, the board will undertake any corrective action necessary to prevent a recurrence of similar incidents, should it be deemed necessary and should it not create undue hardship. Immediate and long term corrective action should be noted on the Supervisor's Report of Injury at the time of the investigation, and communicated to the person responsible for each action.

## **Follow-up and reporting**

- Human Resources will complete and submit reports as required by the WSIB.
- The Ministry of Labour (MOL) will be notified within 48 hours from the time of the incident in critical injury cases.
- The Ministry of the Environment (MOE) will immediately be notified in all instances that result in a chemical spill/environmental release.
- WSIB will be notified by Human Resources within 72 hours, in all cases that involve medical aid, lost time, eight days of consecutive modified work without medical treatment or lost time, fatalities and critical injuries.
- The JHSC shall receive a list of accidents and incidents to review at the first scheduled meeting after the completion of the investigation.
- All recommendations requiring corrective action must be communicated to all applicable workplace parties. This communication may involve one specific employee (in the case of training) or the entire workplace location.