

## **700.7 Workplace Health and Safety – Accident/Incident Investigation**

### **Policy**

All accidents, incidents and occupational illnesses shall be reported and investigated so that causes can be determined, and corrective actions can be implemented to prevent recurrence.

### **Regulations**

1. All accidents/incidents shall be reported and investigated
  - 1.1. Accident/Incidents reporting must be completed by the employee and/or the employee's immediate supervisor or administrator using the prescribed format in Procedure 700.7 immediately following the accident/incident.
  - 1.2. If the accident/incident is of a serious nature and fits within the categories described in Section 3 below), then the Associate Superintendent, Business Affairs shall also be notified immediately.
2. The Principal or Administrator with assistance from a Division Joint Workplace Health and Safety Representative will complete most local investigations.
3. All accidents or incidents shall be assigned an investigation team as designated by the OHS Management Committee. The Investigation Team shall include an employee representative of the Division Joint Workplace Health and Safety Committee. If:
  - 3.1. the accident results in injuries requiring outside medical aid;
  - 3.2. the accident causes property damage or interrupts Division operations with the potential loss exceeding \$5000.00;
  - 3.3. a near miss incident occurs that has the potential to result in (3.1) or (3.2) above;
  - 3.4. the incident is one that is described in Section 40 of the Alberta Occupational Health and Safety Act and must be reported to Alberta Workplace Safety
    - 3.4.1. A fatality
    - 3.4.2. An injury or accident that results in a worker being admitted to a hospital for more than two days
    - 3.4.3. An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.

- 3.4.4. The collapse of a crane, derrick or hoist
- 3.4.5. The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure;
- 3.5. an occupational illness occurs related to the employees work environment or
- 3.6. A worker has filed a refusal of work complaint with their immediate supervisor as per Policy 700.8
- 4. The investigation of an accident or incident shall be:
  - 4.1. conducted by a designated Division employee; and
  - 4.2. documentation shall be forwarded to the employee and Associate Superintendent, Business Affairs or designate.
- 5. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.
- 6. All investigations shall be conducted with the purpose of determining the primary and secondary root causes of the incident or accident, and to recommend corrective measures that might lead to improved employee safety.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

## References

Other            Alberta Occupational Health and Safety Act, Regulations and Code  
January 31, 2020