

Procedure Title	Incident, Injury, and Investigation Reporting		
Date of Issue	April 28, 1999	Related Policy	BP 3801-D
Revision Dates	March 21, 2007; October 13, 2010; December 7, 2022	Related Forms	AF 7850; AF 3860
Review Date		Originator	Administrative Council
References			
Occupational Health and Safety Act (OHSA); Regulation 851, Industrial Establishments			

1.0 RATIONALE

- 1.1 The safety and well-being of our staff and students is a top priority for Bluewater District School Board (BWDSB). BWDSB has an obligation to make certain that all staff, contractors, volunteers, and visitors are aware of the importance of, and requirements for, reporting and investigating all incidents and injuries.

2.0 DEFINITIONS

- 2.1 **Incidents** include unplanned, unwanted events that cause harm to people or damage to property or the surrounding environment. Incidents also include **near misses** in which no injury or damage occurred but might have if conditions had been different.
- 2.2 **Injuries**
- 2.2.1 **Critical injury** is defined as an injury of a serious nature that,
- places life in jeopardy;
 - produces unconsciousness;
 - results in substantial loss of blood;
 - involves the fracture of a leg or arm but not a finger or toe;
 - involves the amputation of a leg, arm, hand or foot but not a finger or toe;
 - consists of burns to a major portion of the body; or
 - causes the loss of sight in an eye
- 2.2.2 **Health care injury** refers to any injury where medical treatment is given by a physician or other registered medical practitioner. Medical treatment usually involves treatment above and beyond that provided at the workplace by a first aid attendant.
- 2.2.3 **First aid injury** refers to injuries that can be treated at the workplace without the need for medical treatment
- 2.2.4 **Reportable Injury** is an injury or illness that occurred to an employee in or because of the workplace where medical treatment is given by a physician or other registered medical practitioner.
- 2.3 **Occupational exposure** is a worker's exposure to hazardous agents (chemical, biological, or physical) in the workplace to the extent that the health of the worker may be impacted.
- 2.4 **Occupational illness** is a health problem caused by the worker's exposure to a hazardous agent in the workplace.

3.0 REPORTING REQUIREMENTS

3.1 Bluewater District School Board requires all employees to immediately report all incidents and injuries to their supervisor.

3.1.1 All worker incidents and injuries must be reported by the administrator/supervisor to Human Resources Services by completing AF 7850. Additional reporting requirements may be required depending on the type of incident or injury.

3.1.1.1 All cooperative education incidents and injuries must be reported by the supervising teacher to Human Resources Services by completing AF 3860. Additional reporting requirements may be required depending on the type of incident or injury.

3.2 If the injury is a **critical injury**

A critical injury shall be reported immediately to the health and safety officer and the Certified Worker representative of the Joint Health and Safety Committee (JHSC). Ministry of Labour, Immigration, Training, and Skills Development (MLITSD) shall be immediately informed of the occurrence by the health and safety officer.

A written report shall be sent to the MLITSD, JHSC, and applicable union, if any, within forty-eight hours and shall contain the following information:

- i. the name and address of the employer
- ii. the nature and circumstances of the occurrence and the bodily injury sustained
- iii. a description of the machinery or equipment involved
- iv. the name and address of the person who was killed or critically injured
- v. the names and addresses of all witnesses to the occurrence
- vi. the name and address of the physician who was or is treating the injury.

3.3 If the incident is an **occupational exposure**

Once the employer is advised by or on behalf of a worker that the worker has an occupational exposure, the administrator/supervisor shall either:

- i. direct the employee to contact the human resources officer (responsible for medical accommodation and leaves) for direction, if the exposure is to a disease; or
- ii. complete AF 7850 for all other types of exposure.

3.4 If the incident is an **occupational illness**

Once the employer is advised by or on behalf of a worker that the worker has an occupational illness, or that a claim in respect of an occupational exposure has been filed with the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker, the employer shall give notice in writing, within four days of being so advised, to the MLITSD, JHSC, and applicable union, if any.

3.5 If the injury **required health care**

An injury requiring health care shall be reported to the WSIB, JHSC, and the applicable union, if any, within four (4) days of the occurrence and shall contain the following information:

- i. the nature and circumstances of the occurrence and the bodily injury sustained
- ii. a description of the machinery or equipment involved
- iii. the time and place of the occurrence
- iv. the name of the person suffering the injury
- v. the names of all witnesses to the occurrence
- vi. the name of the physician, if any, who treated the injury
- vii. the steps taken to prevent a reoccurrence

3.6 If the injury required first aid

An injury requiring first aid treatment shall be documented on the First Aid Treatment Record at the site. If health care is required after the date of injury, the worker must report this information to the school/workplace and the administrator/supervisor.

4.0 DUTIES AND RESPONSIBILITIES
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4.1 The employer shall:

- i. ensure that all injuries and illnesses are reported to the required agencies within the timeline requirements.
- ii. establish an accident investigation protocol to meet the requirements of the Occupational Health and Safety Act and its regulations.
- iii. review and implement recommendations made as a result of an accident investigation to prevent similar occurrences at all sites throughout the board.

4.2 The principal/supervisor shall:

- i. report all critical injuries to the health and safety officer and JHSC, immediately
- ii. report all injuries to the JHSC
- iii. investigate all incidents and injuries that involve workers in a manner that is timely and appropriate to the circumstances and severity of the incident
- iv. ensure the Injury/Illness Incident Investigation Report (AF 7850) is completed and sent to Human Resources Services within 48 hours of the incident
- v. ensure corrective actions have been implemented to prevent recurrence

4.3 The employee shall:

- i. report to the supervisor all incidents and injuries immediately (within 24 hours).
- ii. Report to the supervisor, any exposure to hazardous agents within the workplace.
- iii. provide copies of medical documentation (i.e., WSIB Form 8) to Human Resources Services immediately after health care.

4.4 The JHSC certified worker shall:

- i. assist in the incident investigation of a critical injury occurrence

4.5 Health and Safety Officer shall:

- i. immediately inform the MLTSD about any critical injury sustained by a person on board property
- ii. Assist the JHSC certified worker in the investigation of a critical injury to a worker
- iii. Report reportable injuries or illnesses to the applicable union, if any.
- iv. Assist the principal/supervisor in the investigation of a reportable incident, if required.
- v. Investigate critical injuries to persons who are not workers and submit a report containing the prescribed information to the MLTSD within forty-eight hours of the incident.

5.0 ANALYSIS OF THE INCIDENT/ACCIDENT
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5.1 An effective investigation, and completion of administrative form AF 7850 to assist in the investigation, will allow the Health and Safety Office to share the solutions/recommendations found at the local level with the other work sites in the board to help all employees to work safely in a safe and healthy environment.

- 5.1.1 To be most effective as a preventative tool, the investigator must try and identify the underlying cause(s) of the incident. Identifying the root cause(s) and implementing actions that lead to their elimination is the most effective way of ensuring that a similar incident will not be repeated.**

5.2 There are seven basic stages to conducting a complete accident investigation.

5.2.1 Stage 1: First Response – Co-ordination of the Emergency Response

- i. Attend to the personal injury
- ii. Assess the seriousness of the injury
- iii. Co-ordinate notification of appropriate emergency responders and Health and Safety Officer in the case of a **critical injury**
- iv. Secure the site in the case of a **critical injury**

5.2.2 Stage 2: Information Gathering – Evidence Collection

- i. If the injury is deemed to be a **critical injury**, the scene **MUST NOT** be disturbed. The MLTSD may want to investigate.
- ii. Examine the physical setting and surrounding area – take photographs
- iii. Gather any appropriate documentation
- iv. Interview all witnesses

5.2.3 Stage 3: Release Scene

- i. If all relevant information has been gathered, and the incident did not result in a **critical injury**, the scene may be cleaned up

5.2.4 Stage 4: Analysis

- ii. On the basis of the evidence gathered, piece together the sequence of events that led to the incident
- iii. Attempt to find the underlying causes of the incident and not just the final trigger
- iv. Keep asking questions to try and uncover the root causes of the incident

5.2.5 Stage 5: Complete Report

- i. Describe the incident
- ii. Analyze the factors and circumstances leading to the incident
- iii. Identify Why the incident occurred
- iv. Provide Recommendations to prevent similar incidents in the future

5.2.6 Stage 6: Communicate Findings

- i. Share findings with the JHSC

5.2.7 Stage 7: Implement Changes and Follow-up

- i. Implement the recommendations made to prevent a recurrence
- ii. If incident is Plant Services related, issue work orders and follow up to ensure any identified problems were corrected.