

Analysis

What specific actions and underlying conditions contributed to this incident?

Check all applicable boxes for hazards involved:

Ergonomic Safety/Mechanical Physical Chemical Communicable/Biological Work organization/Stressors

Prevention

What corrective action has or will be taken to prevent a recurrence?

Action date / assigned to

What corrective action has or will be taken to prevent a recurrence?	Action date / assigned to
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Investigation team

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name of person completing the report: _____

Signature: _____ Date: _____

Workplace safety & health committee

Employee co-chair: _____ Signature: _____

Date: _____

Comments/action: _____

Employer co-chair: _____ Signature: _____

Date: _____

Comments/action: _____

Guidelines for completing the INCIDENT INVESTIGATION REPORT FORM

What is the purpose of investigating incidences?

Investigating incidences is an important tool for making a healthier and safer work environment. Incidents are preventable! By determining the causes of an incident, the health and safety committee can identify the reasons why the incident occurred and make recommendations to prevent it happening again. Incidents do not occur as unrelated events and there are always reasons why one occurs. The investigation needs to find the underlying causes so effective solutions can be made.

Reporting "serious incidents" to the Workplace Safety & Health Division

When a "serious incident" occurs at a workplace, by regulation, the employer is required to report to the Workplace Safety & Health Division as soon as possible. A "serious incident" includes events that result in death or serious injury (see definition below); collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation; uncontrolled spill or escape of toxic, corrosive or explosive substance; an explosion, fire or flooding.

Terms

minor injury - an employment injury or occupational illness where medical treatment is given but there is no lost time from work other than the day of the occurrence is experienced.

serious injury - fracture of a major bone; amputation; loss of sight; internal hemorrhage; third degree burns; unconsciousness resulting from concussion, electrical contact, asphyxiation; poisoning; cuts, injuries or work-related illnesses requiring hospitalization or time off work; an injury resulting in paralysis; any other injury likely to endanger life or cause permanent disability.

equipment/property damage - incidents that result only in damage to tools, equipment, machinery, vehicles, buildings and facilities.

spill/environmental damage - releases of liquids, solids and gases in the workplace or ones that result in pollution of soil, air and/or water on or around the location of the workplace.

fire - any fire that requires or results in the use of fire suppression equipment or requires the evacuation of a work area.

near-miss - an unplanned event that causes little or no property damage, but had the potential to cause major damage and/or injury.

other - could include incidents such as vehicle collisions, activation of a fall protection system, inadvertent immersion in water, high winds and other environmental conditions, temperature extremes, toxic substances or conditions.

Occurrence

Location of occurrence - describe where the incident happened; be specific.

Day of week - if employee's work week starts on a day other than Monday, it should be noted and could be part of the "analysis" section. If the incident occurred on overtime, this again could be discussed in the "analysis". Other conditions that may have an impact and should be considered in

the "analysis" section include if incident occurs within days after switching on and off daylight saving time; the employee is returning from a lengthy absence from the workplace - holidays; employee has rotating shifts.

Weather conditions - include amount of cloud, temperature, wind speed, precipitation, if incident is outside or affected by these conditions.



Particulars of injured employee

Amount of experience in job - how much experience does the employee have doing the particular task/job at time of incident.

Describe injury - explain type of injury/injuries and where located. If involving fingers explain which finger(s) were injured and where. Show location of injury on the body map.

Direct cause of injury - describe only the immediate cause of the injury/injuries. Why the condition(s)

existed for the incident to take place will be discussed in the "analysis".

Name of witness(es) - when gathering information and interviewing witnesses about the incident, make sure to emphasize that their information is confidential and also there can be no discriminatory action taken against them under the *Workplace Safety & Health Act*, sec. 42(1)(c).

Particulars of event

When the report includes photographs, clearly describe what each image represents and what direction the view is facing. If using a digital camera, ensure the images are downloaded to a computer hard

drive or other memory device before deleting them from the camera. In the diagram space, orient the diagram/map so north is facing the top of the page.

Analysis

This section looks at the specific actions, and underlying conditions that contributed to the incident, that were present or in effect at the time of the incident. This analysis should include looking at the task being done, materials and equipment used and other factors affecting the incident.

The six workplace hazard categories need to be explored to ensure all possible causes (the root causes) of the incident have been included. Each category has several elements to it and each may bear on the incident and must be examined.

Ergonomic design - repetitive work, work layout and environment, force/contact stress, posture/body position, work location layout and design, equipment design;

Safety/Mechanical - machine guards, interlocks & emergency stop devices, lock-out, pinch points, housekeeping, conditions of work floors and surfaces, trip hazards, moving equipment parts;

Physical - electricity, lighting/visibility, vibration, noise, temperature/humidity, ventilation, weather conditions (i.e. energy sources);

Chemical/Mineral - dusts, liquids, fumes, mists, solids, gases, vapours;

Communicable/Biological - moulds, viruses, bacteria, air quality, blood-borne diseases, sharps/needlesticks;

Work organization/Stressors - work process and procedures, health & safety standards and enforcement of these rules, pace/speed/intensity/pressure to produce, employee's emotional/physical status at time of incident, work load/demands, hours of work, labour/management issues, interaction with others in workplace, adequacy of supervision, maintenance provisions, hazard recognition and prevention, training/instruction/preparation of employee to do the job/task.

To get to the root cause of an incident, ask "WHY" five times. For example - an injury was caused by using a particular type of knife. Why was the worker injured? The knife slipped out of the employee's grasp. Why did the knife slip out of the grasp? etc.

Prevention

Develop corrective action(s) that will prevent another incident. Some prevention strategies may include immediate or interim actions before long-term solutions can be put in place. Whether short-term or long-

term, the prevention action must be identified along with a target implementation date and a person assigned to ensure it takes place. (See the Prevention triangle for different types of prevention measures.)

