

ACCIDENT AND INCIDENT INVESTIGATION POLICY

Pacific Group of Companies employees are required to immediately report to their supervisor **all** accidents that result in injury or property damage and **all** incidents (close calls) that had the potential for serious injury or property damage. Management/supervisory personnel will, as required by regulation, **immediately** report to the WCB all accidents:

- which result in death or critical condition with a serious risk of death,
- which involve a structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
- involving the major release of toxic or hazardous substances,
- involving blasting,
- involving underwater diving.

An investigation will be initiated and the completed investigation report will be forwarded to the WCB for all:

- accidents required to be immediately reported to the WCB (see above),
- accidents that result in injury requiring medical treatment by a medical practitioner,
- near-miss incidents that had the potential for causing serious injury.

In addition, the following occurrences will be investigated and a record of the investigation will be maintained for all:

- accident trends indicated by accident and incident statistics,
- accidents involving property damage that result in a loss greater than \$1000,
- near-miss incidents that had the potential for causing property damage in excess of \$1000, and
- occupational illness reports.

Investigations will begin at the earliest practical opportunity and will generally be conducted by a supervisor or manager along with, where practicable, a worker representative. The purpose of investigations will be to:

- identify the primary cause(s) of the incident or accident,
- identify the corrective action(s) required to eliminate the cause(s),
- establish when corrective action(s) will be taken and by whom.

Copies of all investigation reports will be maintained by Pacific Group of Companies for a minimum of ten years.

INVESTIGATION PROCEDURES

Most often, the persons responsible and accountable for investigation of non-catastrophic accidents and incidents will be supervisory personnel. Where practicable, a worker representative will be included in the investigation team. Investigation teams for incidents that result in a loss of life or condition with a serious risk of loss of life will include management personnel and may include a consultant experienced in accident investigation.

IMPORTANT NOTE: Where practicable, the scene of an accident, required by regulation to be immediately reported to the WCB, must be left untouched until permission to clear the scene has been granted by a WCB officer. Exceptions include activities for rescue work, or prevention of further failures or injuries.

Pre-Investigation Activities

- 1) In advance of any accidents, prepare an investigation kit of materials and equipment that may be necessary to aid in an investigation (e.g.: measuring tape, pencil and paper, camera and report forms.)
- 2) If an accident occurs, the accident site should be examined immediately. Ensure that no one else, including yourself, is in danger of additional injury.
- 3) Gather and review any written information pertaining to the accident or the activities that were underway. This may include witness statements, first aid notes, operating manuals, written safe job procedures, blueprints, etc.
- 4) Review personnel files of those involved as well as that of the supervisor.
- 5) Review job site accident record.

Identify Factors For Investigation

Three stages of an accident should be considered to determine exactly what happened, especially in cases where the claim appears to be questionable.

- 1) **pre-accident stage** - the factors that permitted the sequence of events leading to the accident. These may include:
 - employer characteristics (e.g.: type of work areas, size, safety program, supervision, equipment maintenance, previous accident record, etc.),
 - employee (all those involved, including injured person) characteristics (e.g.: age, sex, occupation, health, experience, training, previous accident record, etc.),
 - availability of written safe job procedures,
 - availability of personal protective equipment (e.g.: fall protection, hardhats, respirator).
- 2) **accident stage** - the immediate factors in the accident. These may include:
 - what the worker(s) was doing (e.g.: task, specific activity, posture, location, etc.),
 - materials, tools, equipment and machinery directly involved (e.g.: type, brand, size, guarding, condition, etc.),

- actions and movements that led to the accident (e.g.: fall, trip, slip, horseplay, walking, kneeling, etc.),
 - environmental characteristics (weather, lighting, noise, temperature, vapours, ventilation, etc.),
 - other persons involved and their employers.
- 3) **post-accident stage** - the factors occurring after the actual accident that minimized or increased the seriousness of the accident. These may include:
- the time period between occurrence and reporting,
 - additional injury or damage incurred,
 - response time of emergency personnel,
 - first aid availability on site,
 - location and condition of emergency equipment,
 - evacuation plans,
 - personal protective equipment worn or unused.

Investigation Activities

NOTE: Increased attention and vigilance should be exercised by investigators under any of the following circumstances:

- injuries are claimed to have occurred early on the first shift of the week or shortly before an intended layoff, vacation or other significant event;
 - the worker holds a second job (is there any connection between that job and the injury?);
 - the injury seems to be out of proportion to the cause.
- 1) Visit the accident location. Make yourself thoroughly familiar with the area, machinery and equipment involved.
 - 2) Review the Accident and Incident Investigation Form for information still required to be obtained.
 - 3) Gather necessary data: photos, measurements, notes, drawings, witness names, etc.
 - 4) Interview witnesses and other persons who have details about the accident. Interviews require you to be fair and open minded; look for facts, not someone to blame for the accident. During the interview you should:
 - Put the individual at ease,
 - Keep the interview private,
 - Advise the individual of the purpose of the interview, e.g., to establish the facts, not to place blame,
 - Obtain the individual's version of how and why the accident occurred. Don't look for confirmation of your own opinion and never argue with the interviewee. Ask questions that require more than a "yes or no" answer,
 - Repeat the individual's story back once you have heard it. This is a good time to make notes. Attempt to clear up inconsistencies in facts that may become evident. Do not make assumptions, and use diplomacy and consideration to determine what occurred,
 - Ask for suggestions for corrective action,
 - Let the individual know by what date the report will be complete, and
 - End the interview by thanking the person.

Post-Investigation Activities

- 1) Review and analyze the information gathered.
- 2) Complete the investigation report and note whether any additional investigation will be required.
- 3) Forward the completed investigation report and WCB Forms 6A & 7A to Head Office.
- 4) Follow-up as necessary to ensure corrective actions are implemented.

ACCIDENT & INCIDENT INVESTIGATION REPORT

Incident description _____

EMPLOYEE INFORMATION

Employee's name: _____ S.I.N.: _____

Date of birth: _____ Occupation: _____

Years of experience: _____ Date hired: _____ Time on project: _____

Injuries reported (if applicable): _____

Did employee have pre-accident/incident injuries or disabilities? Yes No

If Yes, please explain: _____

Has the employee had previous accidents/incidents while in our employ? Yes No

If Yes, please explain: _____

Are current injuries WCB compensable? (complete later if necessary) NA Yes No

Is employee working now? Yes No If Yes, at his/her normal job? Yes No

Date of return / termination (complete later if necessary): _____

ACCIDENT / INCIDENT INFORMATION

Date and time occurred: _____ 20____ at _____ A.M. / P.M.

Date and time reported: _____ 20____ at _____ A.M. / P.M.

Project where occurred: _____

Exact location on project: _____

Project supervisor: _____

Category(s): Near miss First aid Medical Lost time Fatal Minor damage Severe damage

If near miss, potential category(s)? Medical Lost time Fatal Minor damage Severe damage

Probability of recurrence: Rare Occasional Frequent

First aid treatment given (if applicable): _____

First aid attendant: _____ Employed by: _____
If employee has been seen by, or intends to see a doctor, indicate name, address and date of visit:

Property/Equipment damage incurred and cost (please indicate whether actual or estimate): _____

Job being performed at time of occurrence: _____

Is there a written safe job procedure? Yes No If Yes, was it followed? Yes No

Others involved and their employers: _____

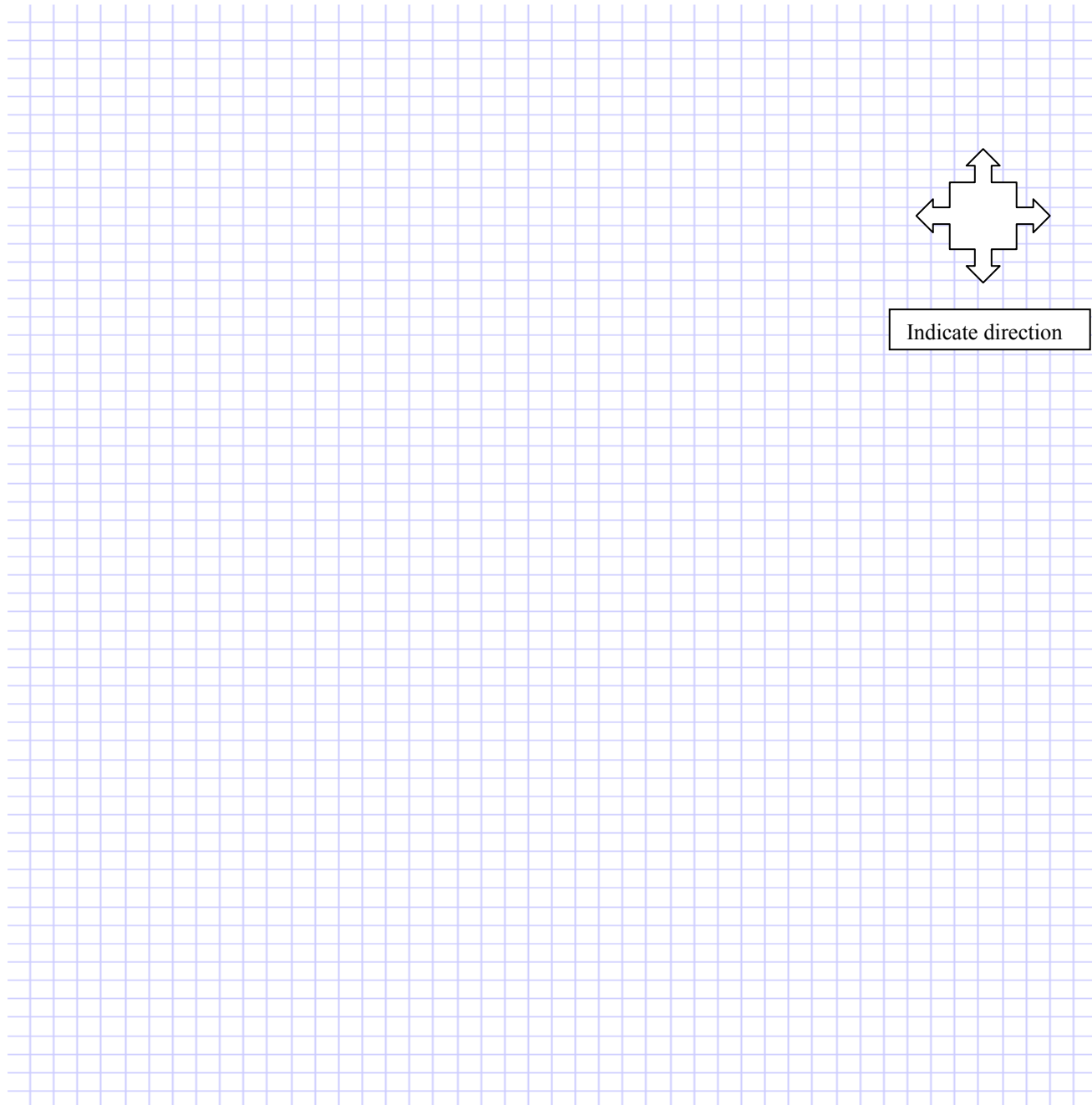
Witnesses and their employers: _____

Describe events that preceded the occurrence (attach sketch, photos or extra sheets as necessary): _____

Describe the factors that were the most direct cause of the occurrence: _____

Describe corrective actions to be taken / by whom / date to be implemented: _____

Diagram



Investigation commenced: _____ 19 _____ at _____ A.M. / P.M.

Investigation completed: _____ 19 _____ at _____ A.M. / P.M.

Investigator(s): _____

Manager's Signature: _____

