

ACCIDENT/INJURY INVESTIGATIONS

PURPOSE

Once an accident or injury occurs, a thorough investigation of the incident is required in order to determine the following:

- Any unsafe work conditions requiring corrective actions
- Any unsafe work practices requiring training or follow-up
- Compensability of Workers' Compensation claims and benefit entitlement

RESPONSIBILITIES

EMPLOYEE:

- Comply with all health safety standards, rules, regulations, and orders which apply to your own actions and conduct.
- Take every reasonable precaution to work in a safe manner and not put yourself or other at risk.
- Use Safety gear provided to you to be able to perform work tasks in a safe manner.
- **Immediately report any accidents or unsafe conditions** to your immediate supervisor, and, if necessary, complete a Hazard Notification form.

SUPERVISOR:

- Within 24 hours complete an Employee's Referral Slip for Industrial Injury and Report of Accident. Distribute copies as indicated on the Referral Slip. If necessary, complete a **Hazard Notification Form**.
 - ✓ Inspect the accident site.
 - ✓ Interview all witnesses.
 - ✓ Note any other factors that may have contributed to the injury.
 - ✓ Determine if further corrective action is required (i.e. training, physical correction, change of process, etc.)
 - ✓ Identify any corrective actions already taken by employees, supervisors, facilities, EH&S, or others.
- Immediately report any safety hazards to the Building Safety Office, x54012 or x53389
- Mail a copy of the **Hazard Notification** form to Victor Kennedy, Building and Safety, 16-159 CHS MC 694116
- Inform staff of any corrective actions to be implemented at the work site or safety practices to follow as a result of the investigation.