Occupational Health and Safety Program Manual Chapter 15 Incident Investigation and Analysis

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A safety investigation is the process of conducting a systematic examination of an event/incident in order to discover the root cause, make recommendations and identify preventive and/or corrective actions.

that result in significant personal injury to people or significant damage to property shall be

investigated.

An incident is any unplanned and unwanted event which results in damage or injury, or which could have resulted in damage or injury. This term includes property or equipment damage as well as personal injury. Injury also includes occupational illness and disease.

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complete reporting and the thorough analysis of factual information gathered through comprehensive examination of all factors involved. The results of the investigation are meant to be used as a basis for action aimed at preventing similar incidents in the future. It is specifically not the function of this process to assign liability to or find fault with any person or persons.

In addition to incidents involving injury, property damage and lost time, incidents that have been identified as posing potential risk (i.e. near misses) are very important to report and investigate as the risk can be reduced or eliminated before the potential for injury or property damage is realized. Investigating near misses can prevent an incident or accident from happening.

The University Executive Management Group is responsible to:

ensure that the Director of Occupational Health and Safety, Department of Labour and Advanced Education is notified of all serious incidents, as required by the OHSAct; ensure that police and other agencies are notified, where required; ensure that significant incidents are investigated to determine causes; ensure that appropriate measures are implemented to prevent recurrence of the incidents;

ensure that appropriate investigative systems and tools have been developed; and ensure that, where required, managers, chairs and Safety Committee Members are trained in conducting investigations.

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Managers and Chairs are responsible to:

ensure all OHS incidents are reported;

participate in investigations to determine the cause(s) of incidents (in cooperation with the OHSOffice and the JOHS Committee, or Safety Sub-Committee;

make recommendations for corrective action;

ensure that corrective actions or other appropriate measures are implemented to prevent recurrence of the incident.

Employees are responsible to:

report all incidents to their Chairs or Managers;

complete the OHSIncident Report Form;

co-operate fully with any investigation of the incident, providing all information relevant to the investigation;

co-operate with the implementation of appropriate measures to prevent recurrence of the incident.

Safety Committees play an important role in the incident investigation process:

reviewing all incident reports, concern reports and management investigation reports to ensure that corrective action is appropriate and done in a timely manner; participating in investigations. This can be done by carrying out their own investigation,

reports;

following the completion of the investigation, the JOHSC or Safety Sub-Committee(s) shall review the report of the incident investigation, including completeness, any recommendations that are made, and whether further investigation may be necessary; recommending that further investigation of any incident be undertaken where it is felt more information is required to arrive at a satisfactory understanding of the incident or to determine appropriate measures to prevent reoccurrence; and assisting the OHS Office in making an assessment of the effectiveness of any preventive and corrective actions taken to prevent a recurrence of the incident.

The OHSOffice is responsible to:

provide advice in planning for the investigation of an incident and in the actual conduct of the investigation;

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Analyze the data
Draw conclusions
Make recommendations
Implement recommendations
Follow up

Further detail on each of these steps will be provided during training.

Following the reporting and investigation of any OHS incident, the recommendations which have been made and the action which has been taken shall be reviewed to determine the effectiveness of preventive and corrective actions.

This review shall be conducted by the OHSOffice, in consultation with the Safety Committee. The investigation results and recommendations and the review of the effectiveness of preventive and corrective actions shall form part of the management review and continual improvement of the OHS Program.

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