



## City of St. John's Corporate and Operational Policy

**Policy:** 03-07-38 Accident/Incident Investigation Policy

**Status:**

**Issued By:** Human Resources

**Revision No:** 1

**Revision Date:** 2010/09/07

**Date of Original Council  
Approval:**

2009/11/09

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 38 Accident/Incident Investigation Policy

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### **Purpose**

To identify the causes of Accidents and Incidents and ensure preventative measures are taken to eliminate recurrences.

### **Policy Statement**

- Accident/Incident Investigations shall be carried out on all Accidents/Incidents occurring on City work sites.

### **Responsibilities:**

#### **Directors shall:**

- review all Accident/Incident Investigation Reports and recommendations and respond accordingly.

#### **Managers shall:**

- review all Accident/Incident Investigation Reports and recommendations and respond accordingly.

#### **Supervisors shall:**

- complete Accident/Incident Investigation Training seminar;  
- complete Accident/Incident Investigation Report in conjunction with involved Employee;

- analyze cause of Accident/Incident and recommend measures to prevent recurrence;
- implement corrective action and ensure Employees are aware of same;
- monitor corrective actions.
- in the event of a serious injury, follow the "**Serious Injury procedures**".

**Employees shall:**

- notify their Supervisor immediately of any workplace Accidents or Incidents;
- participate in Accident/Incident Investigation with Supervisor;
- comply with all recommended corrective actions.

**OHS Officer shall:**

- review completed Accident/Incident Investigation Report and comment where appropriate;
- participate in Accident Investigations, when required.

**JOHSC/WHSR shall:**

- participate in Accident/Incident Investigation, when required;
- review Accident/Incident Investigation Reports during JOHSC meetings.

**Accident Reporting Procedures:**

- The Employee must report all accidents and incidents immediately to their Supervisor.
- The Supervisor should then notify their Manager (via e-mail or telephone call).
- The Supervisor, in conjunction with the Employee, should then complete the Accident/Incident Report up to and including Section 16.
- The Supervisor must then send the report to the Employee Wellness Division, Department of Human Resources, within three (3) days of occurrence.
- An OHS Officer will review the report and forward it to the Divisional Manager.
- The Divisional Manager will review the report and confirm the recommendations have been implemented.
- Once the Divisional Manager has confirmed that the recommendations have been implemented, he/she must send the report to an OHS Officer who will bring it to the next OHS Committee meeting for review.

**Serious Injury:**

In the event of a serious injury, render assistance and call 911. A member of the Employee Wellness Division must be contacted. You should first attempt to contact a City of St. John's OHS Officer by cell phone. In the event an OHS Office is not available, contact the Manager of Employee Wellness or one of the Occupational Health Nurses.

Contact information is as follows:

Lynn O'Grady	682-2721
Terry Burden	682-2933
Heather MacDonald	687-7113
Sherry Cole	682-3790
Helen Williamson	758-3248

In this section, "serious injury" includes an injury that:

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand, foot, finger or toe;
- (f) consists of burns to a major portion of the body; or
- (g) causes the loss of sight in an eye.

#### Serious Accident Procedures:

1. Secure the scene;
2. Do not touch/move anything unless leaving it will create a further hazard;
3. Take photographs as soon as possible;
4. Remove all staff from the area;
5. Move witnesses to a secure location. To prevent them from discussing the incident, keep them in separate locations.

### **Guidelines**

The following steps will help in completing an Accident/Incident Investigation Report.

**Step 1:** Obtain a complete description of the Accident/Incident.

**Step 2:** As soon as possible after the Accident/Incident, discuss the Accident/Incident with the Employee involved and any witnesses.

Ask the questions WHO? WHAT? WHERE? WHEN? WHY? HOW?

**Step 3:** Identify the cause(s). Look for unsafe conditions and unsafe acts.

**Step 4:** Identify prevention methods. What corrective actions can be implemented to ensure the Accident/Incident does not re-occur.

**Step 5:** Implement corrective actions.

**Step 6:** Monitor corrective actions to ensure they are appropriate.

### **Application**

#### **Responsibilities**

All employees.

#### **Definitions**

#### **References/Appendix**

## **Monitoring and Contravention**

### **Approvals**

Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009. Finance and Administration Standing Committee report - August 25, 2010; Regular Meeting of Council - September 7, 2010.

### **Review Period**

### **Available to Public**

- ☒ Yes
- ☐ No