

## Investigation of Employee Accidents/Injuries

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**Purpose** *As part of ASC’s risk management there will be a process for review of all reports of employee work-related accidents and injuries.*

**Policy Statement** *An ASC designate(s) trained in “Investigation” will follow up with all reports of employee workplace accidents and injuries. In situations where the accident/injury is deemed serious or major, a follow up investigation will be completed. In situations where the accident/injury is deemed minor, where warranted, a follow up investigation may still occur.*

*Investigations will be completed to:*

- Recognize conditions that caused the accident/injury*
- Identify root causes where the system failed to prevent the accident/injury from occurring*
- Recommend remedial actions that will help prevent re-occurrence in the future*
- Ensure remedial actions occur and are effective*
- Adhere to legislated requirements*

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Follow up to all reports of Employee Accidents/Injuries

1. Every report of employee workplace accidents/injuries are forwarded through the area supervisor to the ASC designate(s) trained in "Investigation".
2. The ASC designate then reviews the report to determine if an investigation will be required.
3. If an investigation is not required, it is noted on the report and forwarded on for final review by the Executive Director/designate.
4. All reports are retained on employee files with copies in the operational files.

Investigations

1. The ASC designate(s) trained in investigations contacts the area supervisor to advise of the need to complete an investigation and make arrangements to meet with the applicable people.
2. The designate(s) gathers necessary information from the employee and others involved, using all of the applicable investigation methods and tools.
3. Possible direct, indirect and root causes are determined.
4. Recommended actions are determined.
5. Investigation report is forwarded to the area supervisor and then through to the Executive Director/designate for review.
6. Upon approval recommended actions are taken.
7. Follow up occurs by the ASC designate(s) trained in investigation to ensure the recommended actions are taken and are effective. If actions are not effective, further review occurs.
8. A copy of the investigation report is filed in the operational files, with a copy being given to the employee.

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