

Incident Reporting & Investigating Policy



Section Health & Safety Policies	Date February 18, 2020	By-Law Number 25-2020	Page 1	Of 2
Subsection Incident Reporting & Investigating	Repeals By-Law Number 27-2012		Policy Number HS-10	

Purpose

Prompt reporting and investigation of incidents will allow the employer to implement corrective actions to reduce or eliminate the potential for recurrence.

Responsibility

All City of Kenora employees are required to report all incidents, regardless of how minor they may seem. Incidents are to be reported to the worker's supervisor without undue delay.

Team Leads and Division Leads are responsible for completing an Incident Investigation Form in consultation with the worker.

Procedure

1. When an **incident** occurs the first priority is to get the necessary help to ensure the safety and well-being of the parties involved. As a minimum the worker's immediate supervisor must be called. Other help such as police, fire, or ambulance will be called depending on the situation.
2. The incident scene should not be disturbed until the investigation has been completed. An incident scene may only be disturbed if it is necessary to prevent further injury to any party, to prevent further equipment damage, or to restore an essential public service.
3. For each reported incident the Division Lead or Team Lead will complete the appropriate incident report form. For Personal Injury incidents, form HS007-3 must be completed. For vehicle incidents, form HS008-3 must be completed. The Division Lead will forward all completed forms to their Manager for review and approval. If the Manager is not satisfied with the report as received they will return it to the Supervisor for revision. When the Manager is satisfied with the report they will forward it to the CAO for review and approval. The CAO will forward approved reports to the Health and Safety Program Coordinator for filing.

Incident Reporting & Investigating Policy

Policy Number	Page	Of
HS-10	2	2

4. A summary of all reported incidents will be prepared each month by the Health and Safety Program Coordinator. This summary will include the nature of the reported injuries, the loss if any, the determined causes, and the recommended controls to prevent recurrence. This report will be discussed at the monthly Senior Leadership Team meeting, and then be sent to Division Leads for posting on all Health and Safety Bulletin Boards.
5. Any personal injury incident that results in lost time or requires medical attention must be reported to the Workplace Safety and Insurance Board (WSIB). The Division Lead will ensure that a Form-7 is completed for submission to the WSIB.
6. Critical injuries and fatalities must be reported to the Ministry of Labour as per Section 51(1) of the Occupational Health and Safety Act (Ontario).

Training

This policy will be reviewed with all new employees during their orientation and with all employees at least once per year.

Senior Leadership Team members, Division Leads, Team Leads, and Health and Safety Representatives will receive Incident Investigation training in order to help them comply with this policy.

Definitions

Incident – An incident is an unplanned event that results in or has the potential to result in loss. The following are types of incidents for the purposes of this policy:

- **Near Miss** – An incident that does not result in loss but had the potential for loss had the circumstances been slightly different.

First Aid – An injury that can be treated on site by a person trained in First Aid.

- **Medical Aid** – An injury that requires the attention of a medical professional. Medical professional includes a doctor or clinical nurse, a physiotherapist, a chiropractor, a dentist, or an optometrist.

Lost Time – An injury that causes the worker to be absent from work beyond the day of the injury.

Critical Injury – An injury as defined in Regulation 834 made under the Occupational Health and Safety Act.

Loss – Refers to any type of negative outcome and includes personal injury or property damage.

References

The Occupational Health and Safety Act (Ontario) – Section 51 (1)
Regulation 834 – Critical Injury Defined