Policy
CUSA will conduct standard accident investigations to ensure a consistent evaluation of the accident’s circumstances and to determine the main and underlying causes for the incident and to make recommendations for corrective action.

Safety Policy Overview
Accident investigations are the responsibility of management and the Joint Health and Safety Committee at their workplace. An accident investigation shall be conducted for all accidents. The level of detail for each investigation will vary with the severity of the accident (first aid treatment versus critical injury).

Depending on the type of injury, it will determine who must perform the accident investigation. This procedure will outline the objective for performing an investigation, types of accidents to be investigated and responsibilities involving employees, supervisors and managers.

Any person(s) who performs an accident investigation must be provided with suitable training and information.

Goals of an Accident Investigation

- Investigate all incidents with the potential of causing an injury or resulting in significant losses.
- Implement accident prevention procedures to ensure that proper corrective action is taken to prevent a recurrence of a similar accident/incident.
- Ensure follow-up of corrective measures.
Accidents to be Investigated

- All critical injuries as defined by the Occupational Health and Safety Act.
- Acute or chronic occupational illnesses.
- All medical aid injuries.
- All work stoppages involving one (1) or more employees (example: refusal of unsafe work, fire, etc.)
- All incidents with the potential for serious injury or loss.

Purpose of Accident Investigations

- Identify underlying/root causes.
- Meet legal compliance.
- Identify and document areas that require attention.
- Assist in improving/updating policies, procedures and training.
- Review findings and define action plans and recommendations to prevent further injury.

Roles and Responsibilities

Supervisor / Health & Safety certified employees

- Visit the scene immediately and record accurate information. Take pictures of the scene, draw diagrams and take notes. If a critical injury occurred, ensure the scene is not disturbed or equipment is not used until the Ministry of Labour has authorized that it is alright to do so.
- Interview all employees involved and any witnesses. Perform this as soon as possible to keep the accident information fresh in everyone’s memory and perform each interview separately.
- Complete your investigation during the day that the injury or incident occurred.
- Complete the accident investigation form before the end of the day, if possible. Investigation of critical injuries must be submitted to the Ministry of Labour, in writing within forty eight (48) hours. Access Ministry office information on internet.
- Identify immediate and basic causes and make recommendations for corrective action.
Forward copies of the investigation to the Ministry of Labour inspector (if critical injury) and the Joint Health and Safety Committee members.

Procedure for Accident Investigation

- Secure and manage the accident scene.
- Administer first aid or medical attention to the injured employee. Try not to disturb the accident scene while getting the injured employee help. Barricade the area and leave all equipment and material in place where they were found.
- Notify the appropriate people of the accident.
  - **Non-critical injury**: supervisor and human resources.
  - **Critical injury**: Ministry of Labour inspector, supervisor, joint health and safety committee certified member and human resources.
- Investigate accident scene.
- Take pictures.
- Take notes and draw diagrams of the accident scene and places of objects and material.
- Collect physical evidence (measurements, etc.).
- Interview employees involved or witnesses who saw the accident.

Analyze the data, looking for reasons/causes of the accident and try to make suggestions or recommendations to protect employees from reoccurrence. When reviewing data, consider the following contributing factors involved in an accident:

- People
- Equipment
- Material
- Environment
- Process

Write a final report using the information collected. The report should have the following components:

- A description of the accident.
- The consequences.
- The causes (root and underlying).
- Recommendation(s) for corrective action.