

QUICK REFERENCE CARD

OHSR LEGAL COMPLIANCE REQUIREMENTS

Several parts of the Worker's Compensation Act (WCA) and The Occupational Health and Safety Regulation (OHSR) apply to Incident Reporting and Incident Investigation:

- a. WCA Part 1 Division 5
 - b. Section 53: Worker's Notification of Injury
 - c. Section 54: Employer's Notifications of Injury
2. WCA Part 3 Division 10
 - a. Section 172 thru Section 177

CORRECTIVE ACTION

The implementation of corrective action(s) is an organization's opportunity to address failures in the overall health and safety management system. Corrective actions must be implemented to prevent a recurrence of the incident. Corrective actions fall into two categories: immediate, and permanent. Immediate action should prevent re-occurrence (extra supervision) but may only be seen as temporary until the situation is reviewed for a permanent corrective action (new barrier guard).

INVOLVEMENT

Managers and supervisors must be held responsible and accountable for the incident investigation process.

A worker must be involved in the incident investigation process

TRAINING

Training must be provided to ensure that everyone knows their legal compliance requirements, as well as the appropriate operating procedures, including the incident investigation process.

COMMUNICATIONS

Incident investigation findings must be communicated to all employees. Findings are typically communicated through staff meetings, crew talks and the Joint Health and Safety Committee bulletin board.

PREDICTABLE AND PREVENTABLE

All incidents are preventable. They involve a series of predictable events (multiple causes), the analysis of which could lead to preventative measures.

MULTIPLE CAUSES AND PREVENTATIVE MEASURES

The primary objective of an incident investigation should be the identification of the multiple causes (unsafe acts and unsafe conditions), so that effective incident prevention measures can be achieved.

FACT-FINDING, NOT FAULTFINDING

The principle of "fact-finding, not fault-finding" must be reinforced to everyone involved.

There must be a clear understanding that the intent of an incident investigation is to determine the facts so that analysis can take place to establish preventative measures.

CONFIDENTIALITY

An incident investigation must provide for a substantial amount of confidentiality. Although the information and recommendations that stem from an investigation must be shared to achieve preventative measures, it is important to respect the privacy of all individuals that might have been involved in an incident.

COMMUNICATION AND TRAINING

An organization must establish and maintain a process of incident investigation that is built on an incident prevention program (OHS management system including training; hazard assessment, elimination and control; workplace inspections and maintenance; joint worksite health and safety meetings; emergency planning etc.), and is communicated to and involves everyone in the workplace.

LACK OF CONTROL

Three reasons for a lack of control

1. Inadequate or ineffective hazard control program
2. Inadequate program standards
3. No accountability and enforcement

ROOT CAUSES

The root cause (diagnosis) is the underlying reason behind the immediate cause (symptom) of an accident. The root cause is the reason why an unsafe act occurs or an unsafe condition exists

IMMEDIATE CAUSES

The immediate cause of an incident is the circumstance that immediately precedes an energy transfer or contact with a hazardous substance. The immediate cause is usually easy for an employer, a supervisor or a worker to identify.

ACCIDENT TYPES

- Struck by
- Fall from height
- Fall on the same level
- Caught in
- Slip and Fall
- Repetitive motion or Overexertion.

LOSS

Loss (or potential losses) to people, property or process always involve a source of contact. Some examples are: something hit something, something fell, and something was caught in equipment.

PHASE ONE – FIRST RESPONSE

Implementing a concept of First Response can greatly enhance the effectiveness of your actions during an incident. The subsequent investigation can also be seriously affected if appropriate initial response actions are not carried out.

PHASE TWO – GATHER INFORMATION

Gathering information can provide significant details regarding the series of events leading up to, during and after the incident. This can help to determine the facts, and is critical to achieving the desired results of an incident investigation.

1. People,
2. Property
3. Paper

PHASE THREE – CAUSES, IMMEDIATE CORRECTIVE ACTIONS AND LOSSES

Various theories of incident causation exist. Current theories tend to explore multiple causes of an incident, and involve a systems approach whereby investigation considers all of the potential components that may have been involved in the incident, such as:

- Materials and equipment
- Tasks involved
- Work environment
- People
- Organization's program
- Type and point of contact

PHASE FOUR – ANALYSIS AND OHS MANAGEMENT SYSTEM IMPROVEMENTS

Analysis of an incident goes beyond "what happened"; it looks at how and why it happened, so that measures can be found to prevent future incidents. Analysis of the direct causes can provide immediate corrective action(s).

PHASE FIVE – REPORT SUMMARY

The summary should be brief, factual and include the following components:

- Location and description of activity leading to the incident
- Description of loss (or potential losses) – people, property, environment
- Direct and indirect costs (or potential costs) of losses
- Direct and indirect causes
- Analysis of causes
- Immediate corrective action
- Recommendations for permanent preventative measures
- Management review
- Follow up action plan status and validation process

WHAT SHOULD BE REPORTED

Proper reporting process should include:

- Near Misses
- Equipment Malfunction
- Property Damage
- First Aid Incidents
- Medical Aid Incidents
- Lost-time Incidents
- Serious and Fatal Incidents

Analysis and OHS Management System Improvements

