

Safety Facts: Incident Scene*

After an accident or incident, the *Workers Compensation Act (WCA)* sections 68 and 69 require contacting WorkSafeBC and completing an investigation respectively. The scene should not be cleaned up to ensure evidence is preserved for the investigator. Witness statements should also be collected and provided to the investigator.

Key characteristics

Under WCA section 68, WorkSafeBC must be called if specific criteria are met (e.g., serious injury to a worker). Serious injuries are those that are life-threatening or could cause permanent injury. Serious injuries include traumatic injuries such as major fractures, amputations, and serious burns. Serious injuries also include incidents such as exposure to chemicals and heat and cold stress, as these could result in life-threatening conditions or cause permanent impairment. See *Occupational Health and Safety Guidelines* G-P2-68-1 for full details.

If a first aid attendant at the incident scene determines that a serious injury has occurred, the supervisor or employer must be notified. The supervisor or employer is responsible for:

- Attending to the injured worker(s) (e.g., call an ambulance)
- Preventing further injuries (e.g., by putting absorbent on a spill so workers won't slip while helping the injured worker(s))

- Protecting property that is in danger because of the incident (e.g., set up a dam with your spill kit to prevent the spill from going into the sewer)
- Immediately calling WorkSafeBC at 1-888-621-7233 and secure the incident scene

If the incident meets the requirements of WCA section 69 (e.g., an injury requiring medical treatment or a visit to a doctor), the incident scene should be secured while the employer assigns someone to conduct an in-house investigation.

What to do

Work with the supervisor/employer to secure the accident scene. Use tape to cordon off the area and prevent entry by non-essential personnel.

Assist in taking photographs of the scene from various angles, starting from the outside and working inwards. Be sure to photograph the positions of items, such as switches, before shutting down the equipment.

Help with recording the names of all individuals involved in the incident. If possible, complete a witness statement form that will be given to the investigator.

Avoid cleaning up the scene, except to the extent necessary to prevent further injuries or protect property that may be in danger as a result of the incident.

Stay at the workplace until released by the supervisor or investigator.

Participate in a post incident debrief, if available, to get emotional and psychological support so you can deal with any issue caused by the incident.



For additional resources visit:

[Incident Investigation toolbox talk](#) | Manufacturing Safety Alliance of BC

[Employer Accident Reporting and Investigation](#) | WorkSafeBC

[Notification of Serious Injuries](#) | WorkSafeBC

[Reporting Incidents to WorkSafeBC](#) | WorkSafeBC

