

Incident Reporting & Investigation Procedure

IMMEDIATE NOTIFICATION OF WORKPLACE EMERGENCIES

In the case of a workplace emergency, always follow the site Emergency Response Procedures first. Once first responders have been notified and everyone is out of harm's way, then notify the HWS Officer for the district or WorkSafeBC of the incident immediately. The WorkSafeBC Emergency contact details are 1-888-621-7233 (1-888-621-SAFE). WorkSafeBC must be immediately notified in the case of a notifiable incident (see definitions section for details).

In the event of a Workplace Emergency involving a death or serious injury, preserve the site or scene of the incident from being disturbed until otherwise directed by a WorkSafeBC Officer or a Peace Officer. Preserving the scene is highly important with the exception of attending to the person injured or killed, preventing further injuries or deaths or protecting property endangered by the incident.

Purpose

The purpose of this Process is to provide direction to all Kootenay Lake School District (the District) workers about the responsibilities and procedures for reporting an incident and conducting an incident investigation. The goal of Accident Investigations is to determine how and why an event occurred and how similar events can be prevented in the future. It is not about determining fault.

Scope

This process applies to all staff members conducting work in the District as mandated by the Workers Compensation Act (WCA). The following process will be reviewed on an annual basis to remain compliant with any future changes to the Act or Regulations.

Roles and Responsibilities for Reporting and Investigations

Employer Roles and Responsibilities

The role of the District is to provide guidance, education and training through policies, program and procedures in order for reporting unsafe conditions, hazards and incidences in the workplace. The District has a responsibility to adhere to and implement the OHS policy, procedures and the legal requirements set out by the Act.

Administrators, Managers and Supervisor Responsibilities

All Principals, Vice Principals, Foremen or other Employer representatives in administrator, manager and supervisor roles in the District by the nature of their jobs supervise other works. As such, in this procedure they will be referred to as Supervisors. Supervisors must ensure that:

- All workers are knowledgeable of their roles and responsibilities to report an incident as per this procedure,
- Supervisors and workers responsible to investigate incidents are provided with training on how to do so,
- Recommendations arising out of an investigation are carried out,
- Any potentially dangerous or hazardous situations identified in an investigation are corrected,
- Reportable incidents are always reported to the OHS Advisor and WorkSafeBC without delay,
- Incident investigations are carried out immediately and completed on time, and
- All incident investigation reports are completed and submitted in accordance to the District Policy and WCA requirements.

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Workers Responsibilities

- Participate in the Incident Investigation Education and Training provided by the District,
- Understand the requirements outlined in this procedure,
- Report all incidences to an immediate Supervisor (Administrator, Foreman, or Manager),
- Complete and submit the required Incident Report Form as directed by the District, and
- Cooperate with the Incident Investigation Team during an Investigation process.
- Participate in the Incident Investigation Team when required as part of JHSC responsibilities

First Aid Attendants Responsibilities

- Report all worker injuries to the worker's immediate supervisor,
- Provide workers with the correct incident reporting form when an incident occurs,
- Treat all injuries as per the First Aid training provided during OFA Certificate course,
- Ensure First Aid Certification is valid and available upon request
- Complete a First Aid report for all injuries treated
- Send a copy of the First Aid Report to Russell.Warwick@SD8.bc.ca
- Ensure First Aid Reports are kept confidential and secure

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General Overview of Reporting Procedures

Reporting

All incidents involving a loss or a potential loss to a worker or to District property must be reported to the District. Workers must report all incidences to the District first in order for the District to be able to proceed with the incident investigation process in a timely manner. The District must report all incidences to WorkSafeBC (WSBC) when an incident meets one or more of criteria listed below:

1. **A serious injury or death of a worker,**
2. **A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,**
3. **A major release of a hazardous substance,**
4. **A fire or explosion that had a potential for causing serious injury to a worker,**
5. An incident resulting in medical treatment or time loss from work, or
6. Any other incident required by regulation or the Board to be reported.

The first four types of incidences (**Bolded**) require immediate notification to WorkSafeBC, while the latter require reporting within three days of the District being made aware of the incident. Minor incidences or incidences with no serious risk to injury are not reportable and do not require an investigation.

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General Overview of Investigation Procedures

The District must investigate all reportable incidents. Investigations must be conducted to determine the incident root cause(s) and to prevent reoccurrence. In the event of a workplace incident, it is important to follow the procedures acceptable by the District and to refer to this process.

The Administrator is ultimately responsible for ensuring the investigation reports are completed and submitted on time.

Team Composition

Following notification of a reportable incident (see the process chart), the Supervisor must initiate a preliminary accident investigation. This investigation should involve a worker representative from the JHSC or the worker representative for the site (if the site is too small for a JHSC). The Investigation must be carried out by persons knowledgeable of the work

Investigation

This investigation Team should fill out and complete an investigation report. The preliminary version of this report (the first three pages) needs to be completed within 48 hours and submitted to the HWS Officer and the Operations Manager. The final Full Version of this report will then need to be completed within 30 days and submitted to the HWS Officer and Operations Manager.

The Investigation Team may be required to inspect the scene of the incident, document their findings e.g. contributing factors, unsafe acts, conditions or procedures; and make recommendations or corrective actions to be taken for remediation.

The Investigation needs to clearly identify:

- all root causes,
- any unsafe conditions, acts, or procedures that contributed to the incident,
- any remediate actions taken, and
- recommendations for corrective actions.

During the course of the investigation and while determining the cause, and potential corrective actions of the incident, the team may want to consider speaking to:

1. Principal
2. Supervisor(s)
3. Witnesses
4. Workers involved in the incident (injured workers included)
5. Equipment suppliers (if the incident involved rental equipment)
6. The Operations Manager
7. District Health Wellness & Safety Officer
8. SD8 Human Resources
9. Medical experts

For simple incidents, it may be possible to complete the full incident report within 48 hours. In these cases, only a single four-page report will need to be submitted and it will count as both the preliminary report and the full incident report.

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PROCESS STEP DESCRIPTION

Reporting Process

Step #	Process Step Description
	An Incident Occurs
1.	Report the events of the incident to an Immediate Supervisor; this can be a Principal, Vice Principal, Foreman, Department Manager or Director or any other Employer representative of School District No. 8.
2.	If First Aid or further Medical treatment is needed, obtain treatment.
3.	If required, complete the designated Incident Reporting Form and/or Injury Reporting Form, available at every school's administration office, or from a Supervisor. <ul style="list-style-type: none"> • For incidences involving an injury or occupational exposure, include all relevant details of the risks, hazards, event, injuries, time loss or treatment received. • For non-injury incidences, include potential risks, hazards or other potential losses to persons, property or other.
4.	If the incident meets the criteria for a notifiable incident, contact the HSW Officer
5.	To report and injury or exposure to WorkSafeBC, go to www.worksafebc.com , Under the section marked Report a Workplace Injury or Disease, select Worker and proceed to follow the steps outlined, or call 1-888-WORKERS (1.888.967.5377)
6.	In the event that an injury or exposure occurs over a period of time, where medical treatment is sought and it is determined that the contributing factors are workplace related, report the event and outcome to the District by following steps 1-5 outlined above.

NOTE: Reporting to the District and to WorkSafeBC for the purposes of a Claim are two separate reporting processes. An incident or injury must always first be reported to the Employer (the District) first, before initiating a Claims process with WorkSafeBC. This allows the District to conduct an incident investigation and ensure that internal processes are completed to protect workers or students.

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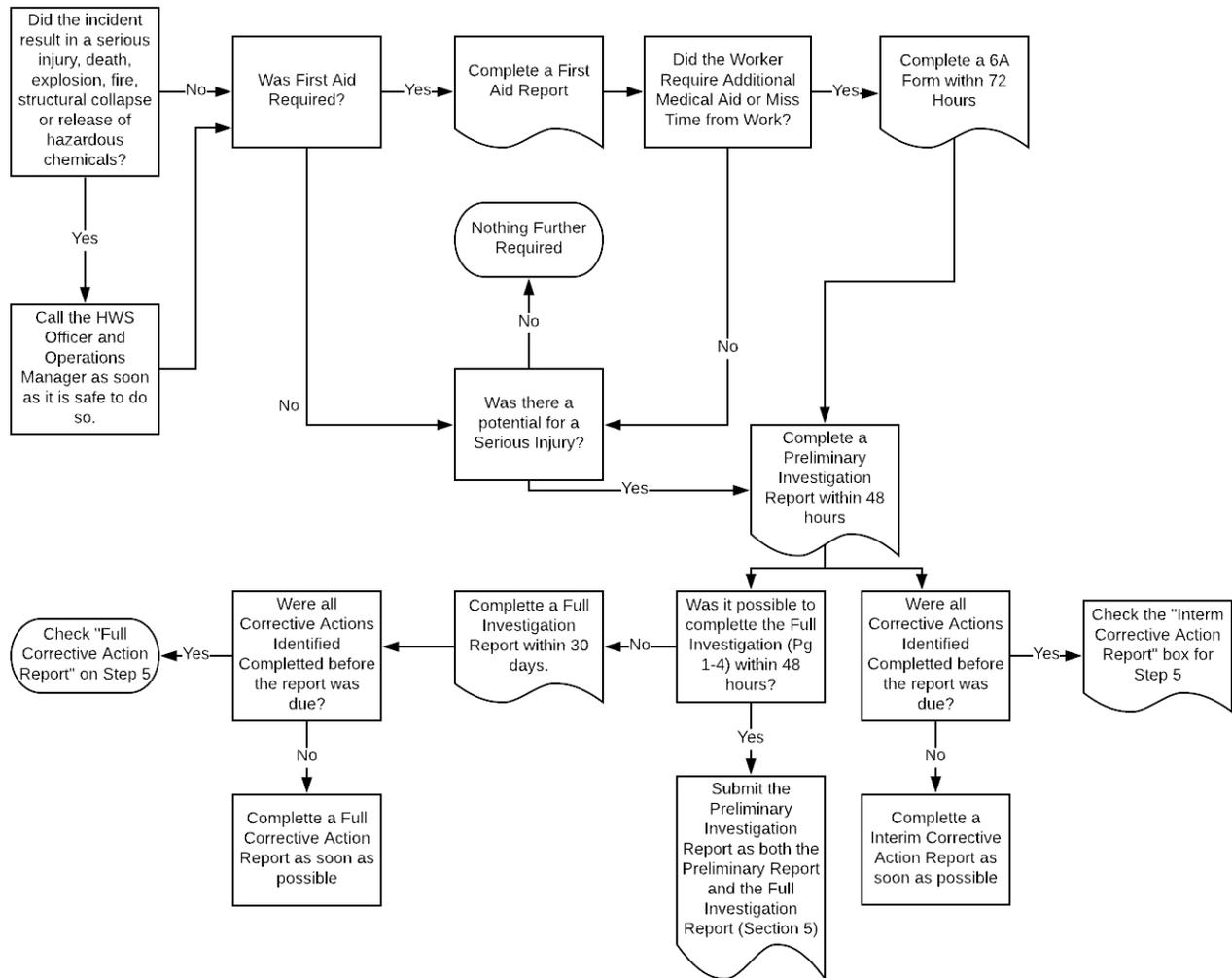
Incident Investigation Process

Step #	Process Step Description
	An incident is reported to a supervisor
1.	Did the Incident result in an injury to one or more workers? If so, ensure that any injured parties are directed to First Aid and any hazardous conditions are contained or remediated where possible to prevent any further loss.
2.	The Supervisor, Administrator or designate, will determine if the incident is a “notifiable incident”. If the incident is a “notifiable incident”, The Supervisor, Administrator or designated, must notify the HWS Officer and The Director of Operations Immediately.
3.	If an injury has occurred that only requires First Aid, the worker and First Aid Attendant must complete the School District 8 First Aid Report and submit the form to the worker’s Supervisor and the OHS inbox.
4.	If an injury or illness has occurred that required medical treatment beyond First Aid, the worker must complete the WSBC Form 6A. The supervisor will then proceed to step 5
5.	Together with a Worker Representative, Complete a Preliminary Accident Investigation Form within 48 hours.
6.	If Page 4 can be completed within 48 hours (for non-complex incidents), submit this EIRR as a Full Accident Investigation Form.
7.	The Supervisor and Worker Representative will complete a Full Accident Investigation Form within 30 days if final corrective actions and root causes are not identified in time to close out the incident with the Preliminary Accident Investigation.
8.	If during the Preliminary or Full Accident Investigation, Corrective Actions identified are not complete by the due date of the report, a separate “Corrective Action Report” will need to be completed.

Note: Email a copy of all completed reports to Russell.Warwick@SD8.bc.ca as soon as they are complete.

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Incident Investigation Process



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Definitions

Accident: an unplanned, unwanted event that disrupts the orderly flow of the work process.

Administrator: The person(s) holding the highest level of authority in a school setting, e.g. the Principal or Vice Principal.

Full Corrective Actions Report: Must be completed within 30 days from the incident and must accompany the EIRR. The corrective action report must at minimum identify:

- The unsafe conditions, acts, or procedures that made the corrective action necessary
- The corrective action(s) taken to prevent similar incidents from occurring in the future
- The names and job titles of those responsible for implementing the corrective action(s)
- The date of completion for the corrective action(s)

Full Incident Investigation Report (FIIR): Must be completed and submitted to WorkSafeBC within 30 days of the incident, unless WorkSafeBC grants an extension. The full incident investigation report expands on the preliminary investigation report by further determining unsafe factors (i.e. acts, procedures, process) of the incident.

Incident: An incident includes an accident or other occurrences that resulted in or had the potential for causing an injury or occupational disease.

Interim Corrective Actions Report: Must be completed within 48 hours and must address the findings of your preliminary investigation and describe the recommended steps taken to prevent similar incidents.

Notifiable Incident: An incident that includes one or more of the following scenarios:

1. A serious injury or death of a worker,
2. A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation,
3. A major release of a hazardous substance and,
4. A fire or explosion that had a potential for causing serious injury to a worker

Occupational Disease: any illness as defined in [Schedule B](#) as resulting in or out of the course of employment.

Preliminary Incident Investigation Report: Must be completed within 48 hours of the incident – unless WorkSafeBC grants an extension.

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Review

This procedure will be reviewed annually.

Reference documents

Worker Incident Investigation Report

Incident Investigations Guidelines

WorkSafeBC - Accident Investigations:

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