

# Incident/Injury Reporting and Investigation Policy

## Township of Tudor and Cashel

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### **A. Policy Statement**

The Township of Tudor and Cashel is committed to the health and safety of employees, contractors, visitors and the general public. All incidents/injury shall be investigated to the extent warranted by their severity and, at a minimum, to the extent necessary to complete an Incident Injury Investigation Report.

### **B. Purpose**

The purpose of the Incident/Injury Reporting and Investigation Policy is to determine the root cause of an incident so that corrective action may be taken to immediately prevent future incidents.

As well, the purpose of the Incident/Injury Reporting and Investigation Policy is to facilitate the timely and accurate reporting of the incident in details to the WSIB, senior management and the Ministry of Labour (when required).

### **C. Scope**

This policy applies to all employees of the Township including temporary works (supplied labour), contractors and will apply to volunteers and program participants.

### **D. Definitions**

'Incident' is defined as an unplanned event that interrupts the completion of an activity, and that may (or may not) include injury or property damage.

'Injury' is an event that results in an injury to people and/or damage to the environment, equipment, property and/or material.

'Near Miss/Property Damage' is an unsafe or hazardous condition that did not result in serious consequences to worker's health and safety. These types of incidents shall be investigated by the supervisor to determine if the equipment or structures have become hazardous as a result of the incident. Investigating these types of incident may also prevent a similar occurrence in the future that could possibly end in a more severe result.

'Occupation Illness' means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the *Workplace Safety and Insurance Act, 1997*.

### **E. General**

This Policy shall be administered by all departments.

This Policy shall be referred to as the 'Incident/Injury Reporting and Investigation Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

### **F. Authority**

The authority for the Incident/Injury Reporting and Investigation Policy shall be by the approval of the Township of Tudor and Cashel Council.

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### ATTACHMENT A

#### PROCEDURES FOR THE INCIDENT/INJURY INVESTIGATION POLICY

##### A. General

If first aid is required, the supervisor shall ensure that the appropriate care is provided.

The investigation will be conducted and the Incident/Injury Investigation Report will be submitted to the Clerk, or designate, within 24 hours of the incident occurring (excluding weekends).

The purpose of the investigation is to determine the 'root' cause of the incident in order to prevent a reoccurrence. The employee's/injured person supervisor/person in charge will investigate reported incidents.

Any witnesses to the incident should be interviewed. When interviewing any witnesses, put them at ease and advise them of the purpose of the investigation to prevent reoccurrence. Witnesses should be asked to complete the Witness Statement Form.

For any critical injuries, the procedures outlined in the Critical Injury Policy shall be followed.

The Incident/Injury Investigation Report shall be thoroughly completed. Immediate action taken for the prevention of a reoccurrence will be indicated. Additional information may be provided on an additional sheet.

The supervisor will submit a completed Incident/Injury Investigation Report to the Clerk, or designate, within 24 hours after the incident, excluding weekends and holidays. The Clerk, or designate, will ensure the necessary reporting requirements of the WSIB are met (3 days to report) when necessary.

##### B. Investigation

During the investigation, the following questions should be answered:

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| Who:<br>Who was involved?<br>Who is he/she?<br>What was he/she doing at the time?<br>Who heard it? | Who else was there?<br>What was he/she doing?<br>Who saw it happen? |
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| What:<br>What equipment was involved?<br>Was the equipment properly guarded?<br>What was the equipment being used for?<br>What materials were involved?<br>What were they used for? | Is this the proper use?<br>What hazards do they have?<br>If hazards exist, were the materials used or handled properly? |
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| Where:<br>Where did it happen in the workplace?<br>What was the environment like?<br>Where did it occur in the flow of operation? | What was the condition of the workplace at the time? |
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| When:<br>When did it occur in the working day? | Was the employee on regular time or on overtime? |
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### **ATTACHMENT B**

### **ROLES AND RESPONSIBILITIES**

#### **A. Supervisors**

It is the responsibility of the supervisor to:

- Ensure that first aid is received
- If health care is necessary, provide transportation for worker to a medical facility
- Provide employee with appropriate forms
- Inspect the scene of the incident and all tools and equipment being used at the time of occurrence
- Obtain and review all pertinent work procedures and safety measures, training and equipment maintenance records
- Interview and document, as accurately and completely as possible, the chronology of events and actions taken by those involved in the occurrence
- Provide diagrams or photos of incident/property damage as required
- Assess all available information and determine the causes of the incident and all contributing factors
- Recommend and implement immediate corrective action, which will prevent or reduce the risk of recurrence of a similar incident and recommend additional corrective actions, as required for approval and implementation at a future date
- Send a completed Incident/Injury Investigation Report to the Clerk, or designate, within 24 hours

#### **B. Worker**

It is the responsibility of the worker to:

- Promptly receive first aid treatment if an injury is sustained
- Notify supervisor immediately of an injury, including injuries for which you do not require medical attention or lost time
- Notify supervisor immediately of incidents
- Provide as much detail as possible to assist with the investigation

#### **C. Clerk or Designate**

It is the responsibility of the Clerk, or designate, to:

- Provide direction and technical assistance for incident/injury investigations
- Review the incident/injury reports and make safety recommendations

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## Attachment C Concussion Management

You don't have to lose consciousness to have a concussion.

Signs and symptoms of a concussion may include one or many of the following:

- Don't feel well
- Difficulty concentrating
- Difficulty remembering
- Blurred vision
- Headaches
- Nausea or vomiting
- Dizziness
- Amnesia
- Loss of consciousness
- Personality changes
- Anxious
- Seizure or convulsion
- "Pressure in the head"
- Neck pain
- Sensitivity to light
- Sensitivity to noise
- Feeling stunned or dazed
- "Don't feel right"
- Feeling like "in a fog"
- Fatigue or low energy
- Confusion

When a person shows any signs or symptoms of a concussion:

- The person should be removed from activity.
- The person should not be left alone – they should be monitored for worsening symptoms.
- The person should go to their Physician to be evaluated following the incident.
- Further involvement will be based on the evaluation made by the physician

Safety standards and procedures including proper protective equipment will be used and followed to decrease the risk of foreseeable injury.