

PATHWAYS ABILITIES SOCIETY

POLICY: INVESTIGATION OF ACCIDENTS INVOLVING EMPLOYEES

Applies to: All Personnel, Volunteers and Persons Served

Original Approval Date: June 10, 2013

Date Board Approved: July 4, 2016

Replaces Policy Dated: June 10, 2013

Board Member's Signature

PREAMBLE

The purpose of an accident investigation is to determine the cause of the accident and to implement suitable corrective measures. Management is responsible for ensuring accident investigations are conducted. The focus of accident investigation is on fact not fault, and how and why the event occurred, rather than who should be blamed.

POLICY

Pathways Abilities Society abides by the regulations of Work Safe BC and the Workers Compensation Act in the reporting and investigating of all accidents involving employees.

Management will immediately notify Work Safe BC of any accident that involves the following:

- Serious injury or death of a worker,
- A major structural failure or collapse of a building, equipment, temporary construction support system,
- A major release of hazardous substance,
- Fire or explosion with potential for serious injury,
- Dangerous incident involving explosives, whether or not there is personal injury.

The scene of accidents described above must not be disturbed except to:

- Attend to persons injured or killed,
- Prevent further injuries or death,
- Protect property that is endangered as a result of the accident.

Accidents will be investigated that:

- Result in serious injury or death of a worker,
- Involve a major structural failure or collapse of a building, equipment, temporary construction support system,
- Involve the major release of hazardous substance,
- Fire or explosion with potential for serious injury,
- Dangerous incident involving explosives, whether or not there is personal injury,
- Result in injury to a worker requiring medical treatment beyond first aid,

- Do not involve injury to an employee, or involve only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker.

Accident investigations are carried out by persons knowledgeable about the type of work involved, a worker representative and a management representative.

All employees who witness an accident are expected to contribute information so that future accidents can be avoided.