

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: INVESTIGATION OF ACCIDENTS INVOLVING EMPLOYEES**

**Applies to:** All Personnel, Volunteers and Persons Served

Original Effective Date: June 18, 2013

Effective Date: July 4, 2016

Replaces Procedure Dated: May 8, 2017

1. When an accident occurs notify the area supervisor. He/she notifies the executive director or designate.
2. The executive director or designate determines if the accident is immediately reportable to WorkSafe BC. If it is reportable he/she:
  - Immediately calls the Claims Centre, Monday to Friday, 8:30 am - 4:30 pm at 1-888-621-7233 or after hours at 1-866-922-4357.
  - Ensures the scene of the accident is not disturbed except in situations described in the policy.
  - Informs the Activity Quality Assurance Manager (AQAM) that an accident investigation must be carried out.
3. The AQAM:
  - Appoints a worker representative from the Occupational Health and Safety Committee, and a representative of management to assist with the accident investigation. One of the people investigating the accident will be knowledgeable about the type of work involved.
  - Ensures the Employer Incident Investigation Report in ShareVision is completed. Sections 1 through 14 of the report constitute the preliminary report which must be completed within 48 hours. Any corrective actions must be completed within 48 hours.
  - Within 30 days ensures that the Employer Incident Investigation Report is completed and is brought to the next Occupational Health and Safety (OH&S) meeting.
  - Provides the executive director with a copy of Employer Incident Investigation Report to determine if the recommendations are to be completed. Management records their decision directly on the Employer Incident Investigation Report and returns it to the OH&S Committee chairperson.
  - Submits the report to WorkSafe BC through the online portal at [worksafebc.com](http://worksafebc.com).
4. The OH&S Committee reviews the completed report and makes recommendations for corrective action to management.
5. The executive director brings a copy of the Employer Incident Investigation Report to the monthly leadership meeting for further analysis, strategy development and follow-up in order to prevent reoccurrence. He/she ensures that all corrective actions are documented on investigation report.
6. The completed Report is copied to the OH&S Committee. The original is filed in the AQAM filing cabinet.