

Completing an Incident Investigation Report

Section 1: Employer Information

Do not fill in this section. This section is filled out by OHS staff

Section 2: Injured Persons

Provide names and job titles of individuals injured in the incident, even if they don't work for the employer.

Section 3: Place, date, and time of Incident

Include what campus the incident occurred on and in what building. If it happened on exterior grounds please describe the location in detail.

Section 4: Type of Occurrence

Use this section to indicate the type of incident you are investigating.

Section 5: Report Type

If you have completed the preliminary investigation and identified and taken corrective action, select the "preliminary investigation report" box and the "interim corrective action report" box. The OHS group will follow up with the supervisor to ensure the final investigation and final corrective actions are in place.

Section 6: Witnesses

Provide names and job titles of any witnesses to the incident including worker, students, or members of the public.

Section 7: Other persons whose presence might be necessary for a proper investigation

Provide the names and job titles of anyone who is needed to conduct the investigation. This may include workers who were on shift before the incident, someone who maintained equipment involved in the incident or third party consultants.

Section 8: Sequence of events that preceded the incident

Identify significant events that led up to the incident. You can also include relevant events that followed the incident, such as first aid. Include dates and times, if possible. Arrange the events in chronological order, from first to last. **Don't include things that should have happened but did not (for example, worker did not use a guard).**

Section 9: Unsafe conditions, acts, or procedures that significantly contributed to the incident

Analyze the sequence of events. Ask why each event happened. Describe unsafe conditions, acts or procedures (for example, poor housekeeping, or failure to follow safe work procedures).

Avoid stopping at personal factors, such as “work was careless”. Consider possible problems with factors such as training, equipment maintenance, standard work procedures, and environmental conditions.

Section 10: Nature of Serious Injury

You may use this section to indicate the nature of the injury, **if applicable**. According to WorkSafeBC Guidelines, a serious injury is “any injury that can reasonably be expected at the time of the incident to endanger life or cause permanent injury.” Serious injuries include traumatic injuries such as fractures of arms or legs, major cuts, burns and crush injuries.

If the injury in question is not serious in nature, leave this section blank.

Section 11: Brief description of the incident

Summarize what happened base on the information in sections 8, 9 and 10.

Section 12: Corrective actions identified and taken to prevent recurrence of similar incidents

Describe the corrective actions you have identified to prevent similar incidents. Include the action, the name and job title of the person responsible for it, and the completion date or anticipated completion date. For example, marked equipment with DO NOT USE TAG and locked it out following LOTO procedures. Guard to be installed on Dec 1, 2017 and at that point equipment will be put back in service.

Section 13: Explanation of blank area on preliminary report, if any

You are expected to take all reasonable steps to investigate the incident and identify unsafe conditions, acts, or procedures as much as possible. Circumstances outside an employers control may restrict the investigation – for example, not being able to access the incident because of police investigation. If you cant complete the preliminary investigation you should still provide any information you have available.

Section 14: Persons who carried out or participate in the investigation

Include the name and job title of anyone who took part in the employer’s incident investigation

For further questions please contact OHS at 8011.