



# **BCIT Safety Manual**

## **INCIDENT INVESTIGATIONS**



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## 1. Purpose

This procedure outlines the responsibilities and actions for completing incident investigations at BCIT. Incident investigations are important in determining the causes of accidents, preventing similar incidents from recurring in the future and for meeting regulatory requirements.

## 2. Definitions

### 2.1 Accident

An accident is an unplanned, unwanted event that disrupts the orderly flow of the work process. It involves the motion of people, objects or substances. In the context of this document an accident is any work or course related incident that causes worker, student, contractor or visitor injury or illness.

### 2.2 Near Miss

A near miss incident is an event, which does not result in injury, illness, or damage, but had the potential to do so.

### 2.3 Event

In the context of this document an event refers to an incident or situation that impacts or has the potential for impacting the environment or flow of business at BCIT. Examples of events include unforeseen power outages, flooding, or chemical spills.

## 3. Reference Materials

BCIT Safety Manual Part 1 – Section 4: BCIT First Aid Reporting Procedures

Occupational Health & Safety Regulation – Part 3: Rights & Responsibilities

[Workers Compensation Act – Part 3 Division 10](#): Accident Reporting and Investigation

## 4. Roles & Responsibilities

### 4.1 Employees & Students

- Report any workplace or class related incidents, injuries or illnesses to Campus First Aid and their supervisor/instructor.
- Report any unsafe condition, near miss to their supervisor/instructor (*Appendix A*).
- Participate in the completion of an Incident Investigation (*Appendix B*).

#### **4.2 First Aid**

- Treat all injured workers and students.
- Initiate incident investigations
- Provide supervisor/instructor with Incident Investigation Documentation
- Notify Health & Safety Group of any serious injuries or incidents

#### **4.3 Supervisors/Instructors**

- Responsible for the health and safety of employees/students under their supervision.
- To instruct their employees/students to report all injuries or incidents to first aid
- Follow up with students and employees to ensure that each accident, near miss or unsafe condition is promptly investigated and actions taken to prevent the incident from reoccurring.
- Completing Incident Investigation Report Form (*Appendix B*) and submit it to First Aid within 48 hours

#### **4.4 Health & Safety Committees**

- BCIT Campus Joint OHS Committees and Advisory OHS Committees review reported incidents, injuries and illnesses and provide recommendations as necessary.

#### **4.5 Occupational Health & Safety (OHS) Group**

- Implementation of Incident Investigations Procedures
- Act as a resource to supervisors completing investigations
- Direct the investigation of major accidents, injuries, or significant near misses
- Review all incident investigations
- Provide a summary of injuries & investigations to respective Joint and Advisory Health & Safety Committees
- Assist or direct any Incident Investigations as necessary
- Review Incident Investigation Procedures annually

#### **4.6 Director of Safety, Security & Emergency Management**

- The Director of Safety, Security & Emergency Management is responsible for closing investigations of major incidents, incidents involving labour issues, and those that affect more than one area of BCIT or campus surroundings.

## 5. Education & Training

The OHS group will provide resource materials and information to those responsible for investigations, and be available should there be any questions or concerns throughout the process.

## 6. Investigation Procedures

- Incident Investigations must be conducted for:
  - Reported near misses
  - Incidents with environmental impacts
  - Incidents that impact the continuity of business
  - Injuries/illnesses requiring medical aid beyond first aid
  - Injuries/illnesses resulting in lost time
- See *Appendix B* for:
  - Investigation process and procedures
  - Incident Investigation Documentation

## 7. Documentation

- Incident Investigation documentation will be reviewed by the OHS Group.
- Documentation will be maintained as per BCIT Recordkeeping policies.

## 8. Program Review

- The incident investigation procedures must be reviewed annually for the effectiveness of investigation tracking and closure mechanisms.



# Appendix A- Incident Reporting Form



## INCIDENT REPORT

*Incidents include both reportable **accidents** and **near misses**. This form is to be completed by employees or students and submitted to their supervisor, first aid or a member of the department's occupational health & safety committee. More detailed information regarding incident reporting and investigations at BCIT, and an electronic version of this form is available online at: <http://www.bcit.ca/safetyandsecurity/safety/procedures.shtml>.*

**Reporter's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Incident Date and Time:** \_\_\_\_ : \_\_\_\_  am  pm      \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Description of Incident:** \_\_\_\_\_

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# Appendix B-

# Incident Investigation Procedures & Report