

1 CONTROL THE SCENE

2 GATHER INFORMATION

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4 REPORT FINDINGS

Investigation Procedure

Concerns are promptly investigated to prevent an incident. If an incident occurs, ensure any injured parties receive immediate first aid, then take steps to protect property and secure the scene for an investigation. Incidents are investigated to prevent them from happening again.

Focus on the hazard to determine the “root cause” of the problem before looking at contributing factors. With a concern, is the hazard under control? In an incident investigation, why wasn't it under control at the time? Either way, the investigation process is the same: control the scene; gather information; analyze the information; report findings and make recommendations.

Most investigations can be completed by using the incident report form, available on the website at www.gov.ns.ca/agri/ohs.

1. Control the Scene

Witnesses and first responders need to prevent further injury and damage and make sure the injured get first aid. Then they need to secure the scene so it can be investigated. The investigation team will take further steps to control elements of the scene so it is safe to conduct an investigation.

NOTE: If there has been a serious accident, refer to the chart on the back of this sheet for instruction.

2. Gather Information

Gather any information that is subject to change right away. This may be photographs, measurements and drawings, or interviews with witnesses. If practical, take photographs and measurements first. Personal property at the scene can be retrieved once photos and drawings are taken. Interview witnesses separately, when they are calm enough to give an accurate statement (see back of this sheet).

3. Analyze Information

Review photos, drawings and statements to determine what may have happened and why the hazard wasn't under control. Then, determine the appropriate control measure to prevent a recurrence.

4. Report Findings

If the regular incident report isn't sufficient, create a report. Copies should go to the supervisor and JOHSC. Employees can receive a copy if appropriate. Remember: Investigations are records.

Any report with recommendations should have some provision or follow-up to ensure recommended action has been completed.

Who Investigates? It depends

Supervisors are obligated to investigate concerns and incidents and to ensure employees are protected from workplace hazards. JOHSC members may investigate with supervisors or have the right to conduct their own investigations.

If a serious incident occurs, OH&S officers from the Department of Labour may lead the investigation. Police would lead a case where a crime was committed or a fatality occurred. Transportation & Infrastructure Renewal's Risk Manager would investigate situations where insurable damage has occurred, including theft, property damage and incidents involving third party liability.

If you are in doubt, call or email Tim Delaney, the OHS Administrator at 221-2431 or delanets@gov.ns.ca

Statements

A statement may be a narrative story or a series of questions and answers. It can be written on a piece of paper or in the form of an email whatever works. Get their name, the date of the statement, their occupation and how long. This will provide some confidence that they are experienced enough to know what they're reporting on. For the body of the statement, find out what they did, saw or said around the time of the incident. Just get the facts, not blame. Find out whether the conditions were typical around the time of the event or if something

was different, such as environment or other conditions (PEME – people, equipment, materials, environment). Were there written work procedures? Were they trained? If you feel they have insight into what caused the accident, you may ask what could have prevented the incident.

NOTE: If an incident requires a call to the Department of Labour, it is highly recommended that you do not take statements prior to consulting with the OHS Administrator.

LOSS (severity of damage)	Major death; serious injury; extensive property damage; theft; fire; explosion; death threats; physical assault causing injury	supervisor JOHSC (hrec.) OHS Admin. (rec.)	supervisor JOHSC (hrec.) OHS Admin. (rec.) <u>recordkeeping</u>	911 secure scene call OHS Admin. <u>immediately</u>
	Moderate bodily injury; significant property damage; 3rd party liability; physical assault without injury; threats	supervisor JOHSC (rec.) OHS Admin. (opt.)	supervisor JOHSC (rec.) OHS Admin. (opt.) <u>recordkeeping</u>	911 secure scene, call: OHS Admin., DEL (7 days), Risk. Mgr. (24 hrs), WCB (5 days)
	Minor insignificant to minor injury; non-reportable theft; verbal abuse	supervisor should be able to rectify concern	supervisor should be able to rectify <u>recordkeeping</u>	1st aid include report WCB, Risk Mgr., OHS Admin., JOHSC (opt.)
RESPONSE = INCIDENT CATEGORY X LOSS		Concern question, concern or complaint about some potential OHS issue	Work Refusal 1. supervisor 2. JOHSC 3. DEL OH&S officer	Incident an actual event: including injury, theft, property damage; a close call; or act of violence
		CATEGORY (from concern to incident)		

For more information speak with your supervisor or JOHSC member or call the OHS Administrator at 424-0319.