

## **3.16 Investigations of Workplace Accidents Policy**

### **Philosophy:**

The Burnaby Association for Community Inclusion is committed to promoting a safe and healthy workplace environment for its employees. Prevention of workplace accidents is a key component of creating a safe work place. Conducting investigations related to workplace accidents is a WorkSafeBC regulation. The primary goal of conducting incident/accident investigations is preventing workplace accidents. Investigations provide information that will help prevent future accidents.

### **Policy:**

BACI will ensure the appropriate investigation is completed when a workplace accident occurs. All accidents that result in injury requiring medical treatment or that could cause serious injury or death must be investigated by the accident investigation team. The Program Manager is responsible for conducting the accident investigation. Staff responsible for accident investigations will be trained appropriately.

The investigation must be completed as soon as possible. The investigation must include recommendations and follow-up in procedures/practice to ensure a similar incident is avoided in the future. The Occupational Health & Safety (OSH) Committee, as part of the follow-up and implementation phase, must review the Accident Report.

The accident investigation must be documented on the Accident Investigation form and forwarded to the Early Intervention Program (EIP), who will forward the form to WorkSafeBC within 24 hours. The Senior Manager of Quality Assurance and Human Resources is responsible for forwarding the Accident Investigation form to the EIP.

In the event of an accident that results in serious injury or death, BACI will follow all WorkSafeBC regulations and guidelines. The Program Manager (or designate) is responsible for ensuring notification as per regulations occurs.

### **Purpose of Accident Investigations:**

The accident investigation reports are reviewed for the following purposes and actions:

- Determine the cause(s) of the accident;
- Identify any unsafe conditions or unsafe acts;
- Identify unsafe job procedures that contributed to the accident or incident;
- Develop and implement corrective action to prevent recurrence;
- Make further recommendations;
- Review accident trends.