

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 workplace. Conducting investigations related to workplace accidents is a WorkSafe BC regulation. The primary goal of conducting incident/accident investigations is identifying trends and causes and preventing future workplace accidents.

Policy:

BACI will ensure the appropriate investigation is completed when a workplace accident occurs. Incident investigations will be conducted in accordance with the Workers Compensation Act, Part 3, Division 10 and BACI procedures by the accident investigation team. The team will include both management and union members, who have been appropriately trained.

Preliminary investigations will be completed within 48 hours and submitted to the Occupational Health & Safety (OSH) Committee for review as soon as possible. The investigation must include recommendations, any immediate changes that have been made and follow-up in procedures/practice to ensure a similar incident is avoided in the future. The preliminary investigation form and all supporting documentation will be stored as per procedures.

The full accident investigation report must be completed within 30 calendar days of the incident and forwarded to the Early Intervention Programme (EIP), who will forward the form to WorkSafe BC. The Senior Manager of Quality Assurance and Human Resources is responsible for forwarding the full Accident Investigation form to the EIP.

In the event of an accident that results in serious injury or death, BACI will follow all WorkSafe BC regulations and guidelines around reporting. 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.

Linking Policies & Documents

- 3.1 General Health & Safety Policy
 - 3.9 Occupational Health & Safety Committee Policy
 - 3.12 Reporting Critical Incidents Policy
 - 3.13 WorkSafe BC Policy
 - 3.14 General Health & Safety – Employees Policy
 - 3.17 Risk Assessments & Controls Policy
- Procedure 3.6a