

## Investigation Protocol

1. **Responsibilities:** Supervisors are responsible to conduct an investigation of any incident/accident involving any person under their supervision. That incident/accident can include a critical injury, an injury resulting in health care as defined by WSIB, an injury involving lost time or a hazardous situation. The supervisor will assess the scene, interview/speak with witnesses if any, identify contributing factors, and implement corrective action to prevent recurrence. Injury/Incident Report needs to be completed within 24 hours after the supervisor becomes aware of the injury/incident and submitted to University Health and Safety (UHS)/Faculty of Health Sciences Safety Office (FHSSO). At their discretion the supervisor may request the involvement of a JHSC member or a member of UHS/FHSSO to assist. UHS/FHSSO will assign a Health and Safety Specialist to review the incident and contact the supervisor for a follow up as warranted.
2. **Critical injury** as defined by Regulation 834, involving a worker, will be investigated by a worker certified JHSC member along with UHS/FHSSO and the supervisor. During regular business hours the worker certified JHSC member from the area in which the critically injured worker is employed will be contacted to participate in the investigation. Protocol for after hours investigations includes contacting the designated certified member from the bargaining unit of the injured worker. Where this member is not available the designated worker member from one of the other bargaining units will be called.

A critical injury as defined by Regulation 834, involving a non worker will be investigated by UHS/FHSSO. While at the scene if UHS/FHSSO believe that during the course of their employment a worker could have been injured given the same circumstance then a worker certified JHSC member will be contacted. In all cases the Union representative and the JHSC will be notified of the injury.

3. **Healthcare/Medical Aid:** An injury that involves medical aid falls under the definition of health care as defined by WSIB. This injury must be investigated by the supervisor. The Union representative and the JHSC will be notified of the injury.

*Health care as defined by WSIB includes services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist, see Operational Policy Manual section 17-01-02, Entitlement to Health Care) services provided at hospitals and health facilities, prescription drugs.*

4. **Hazardous Situation, No injury - incident:** A hazardous situation classified as no injury (near miss) shall be reported to the supervisor. *Section 28 duties of workers.* An incident report shall be completed. The supervisor must investigate the hazardous situation and may request a worker representative to assist. If the situation is also combined with a work refusal as defined under section 43 OHS for 'work refusal' or is a 'dangerous circumstance' under section 45-48 OHS 'work stoppage' then the procedures according to the OHS and RMM 114 Work Refusal Program, RMM 303 Stop Work Procedures will be followed.

*FHSSO - Faculty of Health Sciences Safety Office*

*JHSC - Joint Health and Safety Committee*

*OHS - Occupational Health and Safety Act*

*RMM - Risk Management Manual*

*UHS - University Health and Safety*

*WSIB - Workplace Safety and Insurance Board*