

## ACCIDENT INVESTIGATION AND NEAR MISS PROCEDURES

1. The employee will complete the *Employee Section* of the Incident Report and give it to their supervisor immediately for all accidents, injuries, and illnesses.
2. The supervisor will be responsible for investigating the incident and completing the *Supervisor's Investigation Section* of the Incident Report. The supervisor will attempt to determine the root cause(s) of the incident from the information gathered and take corrective action immediately, if necessary.
3. The Incident Report will be forwarded immediately to the Risk Management Coordinator, safety committee, or designated personnel for review. (Please be reminded of the 7 day reporting period).
4. If applicable, the safety committee will review all incident reports and determine appropriate corrective action to prevent recurrence.

The Risk Management Coordinator will determine if the incident was caused by insufficient policy or by not complying with existing policy and will also determine if training was adequate.

5. The Incident Report will be maintained by the Risk Management Coordinator and kept available for WSI review. Documentation of corrective actions will also be kept available for review.

### NEAR MISS PROCEDURES:

Employers are also required to develop near miss procedures used to identify and report unsafe conditions and acts that have the potential to result in accidents, injuries, illnesses, or property damage if corrective action is not taken.

1. A Safety Concern Report is to be completed by the employee when:
  - they are involved in or a witness to a close call resulting in no damage or personal injury, but where there was potential for both to occur;
  - OR
  - when an employee has identified an unsafe condition or hazard.

The employee, when possible, should fill out what corrective action was taken.

*Example:* Hazard: Broken rung on ladder. Corrective Action Taken: Tagged ladder as "Broken – Do Not Use" and notified supervisor.

2. The Safety Concern Report will be given to the supervisor or Risk Management Coordinator for investigation. They will attempt to determine the cause of the incident or hazard and take corrective action immediately, if necessary.
3. The Safety Concern Report will be forwarded to the Risk Management Coordinator for review to determine if appropriate corrective action was taken to prevent recurrence.

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Date