



**Health and Safety Policy – Injury/Incident Investigation**  
**Leander Boat Club of Hamilton**  
**Version 1**  
**Approved 3-Mar-2021**

**Purpose**

Every injury/incident shall be investigated to determine loss and/or loss potential since, the severity of the actual loss in each event is often a matter of a slight difference in circumstances. The involvement of Management and the Safety Officer offers assurance that the investigation is not a fault-finding exercise. This Policy will outline Leander Boat Club's Incident Investigation protocols.

**Definitions**

- **Critical Injuries as defined from the Occupational Health and Safety Act:**
  - Places life in jeopardy;
  - Produces unconsciousness;
  - Results in substantial loss of blood;
  - Involves the fracture of a leg or arm but not a finger or toe;
  - Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  - Consists of burns to a major portion of the body; or
  - Causes the loss of sight in an eye.
- **Fatality** - An injury resulting in loss of life.
- **Incident** - means an incident that arises out of and occurs in the course of employment in an industry to which the Workplace Safety and Insurance Act applies and includes:
  - a willful and intentional act, not being the act of the Employee who suffers the incident;
  - a chance event occasioned by a physical or natural cause;
  - disablement; and
  - a disabling or potentially disabling condition caused by an occupational disease.
- **Lost Time** - A work related injury that results in the injured Employee missing scheduled time from work resulting in a loss of wages.
- **Occupational Disease** - Occurs where an Employee suffers from an occupational disease and is thereby disabled from earning full wages at the work at which the Employee was employed, or

the death of an Employee caused by an occupational disease and the disease is due to the nature of any employment in which the Employee was employed, whether under one or more employments.

- **Property Damage** - An event where contact is made between two objects resulting in alteration of one or both objects.
- **Fire** - An event where undesired combustion occurs.
- **Environmental Releases** - An incidental discharge of a physical, biological or chemical substance into the worksite and/or community.
- **Near Miss** - An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

#### **What is an investigation?**

- An activity undertaken in the workplace to determine how an injury, near miss, or property damage occurred and to determine the root cause so that a recurrence can be prevented.

#### **Who performs the inspection?**

- Qualified persons such as:
  - Head Coach
  - Assistant Head Coach
  - A member of the Board of Directors
  - Safety Coordinator (Staff)

#### **Why perform?**

- A requirement of law.
- To prevent a recurrence.
- To identify controls needed to prevent further injury.

#### **Where is it performed?**

- In the workplace where the injury or incident has occurred.

#### **When are investigations performed?**

In the event of a fatality or critical injury, the Head Coach or Supervisor of the area where the incident occurred will immediately:

- Report the incident to the Ministry of Labour.
- Secure the scene so that the scene cannot be disturbed.
- Investigate with the either:
  - The Employee representative and Management representative of the Joint Health and Safety Committee
  - Health and Safety Representative.

**All other Investigations are to be completed and reported to as outlined in the table below.**

<b>Type of Incident</b>	<b>Investigation Time Frame</b>	<b>Review</b>
Near Miss	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Fire	First Aid Treatment Record reviewed by Safety Committee Monthly.	Report at next Safety Meeting.
Health Care/Medical Aid (No Loss Time)	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Health Care/Medical Aid (Loss Time)	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Fatality	Immediate with MOL.	Throughout Investigation Process
Critical Injury	Immediate with MOL.	Throughout Investigation Process
Occupational Disease	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Property/Merchandise Damage Exceeding \$1000.00	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Property/Merchandise Damage less than \$1000.00	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Fire	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.
Environmental Release	Investigation completed and Report submitted to the Head Coach within 48 hours.	Report at next Safety Meeting.

**How is an investigation performed?**

1. Take Action:

- Report to scene of injury or illness.
- Prevent or minimize risk of further injuries or property damage.
  - Provide emergency care and medical aid for the injured person.
- Secure, barricade or isolate the scene as appropriate (critical injury, chemical spill, etc.).
- **In the event of a critical injury/fatality the scene must be cordoned off and undisturbed, contact the Ministry of Labour. The scene may not be released until the MOL investigation is completed.**
  - Collect any perishable evidence.
  - Determine the extent of the damage to equipment, material, building, or environment.
  - Restore operating functions, to extent possible.

2. Collect the Information

- Interview Employees involved.
- Interview witnesses.
- Make observations, of the scene.
- Take pictures of possible. If not, draw a diagram of the scene.
- Take measures as required
- Consult with outside experts if application (suppliers, equipment designers, etc.).

3. Analyze the Information

- Identify the primary and secondary hazardous conditions and or practices.
- Identify the primary and secondary usage actions.
- Identify the primary and secondary cause of the injury or illness.

4. Write the Report

- Use the Injury/Illness Investigation Report form to identify the primary and secondary causes.

- Make recommendations to Management that will be effective in preventing a similar injury or illness.
- Send the report to the appropriate people.
- If the Employee requires medical attention or misses work a written notification must be provided to the *Safety Committee or Safety Coordinator (staff)* within four (4) days.

5. Follow-up on the Actions

- Employer is required to respond to written recommendations from the *Safety Committee or Safety Coordinator (staff)* within 21 days.
- Evaluate the effectiveness of the remedial actions.
- Include in the minutes of the *Safety Committee* Meeting in order to communicate recommendations to the Employer.
- Post the minutes with recommendations on the Safety Bulletin Board.

**When will the investigation report be reviewed?**

- At each of the Safety Committee meetings a review will be done of any and all investigations complete since the last meeting.
- The purpose of the review is to determine if any additional investigation needs and to ensure that the quality of the investigations meet the standards.

**How are employees advised of the results of the investigation?**

- Minutes of the Safety Committee
- Management holding staff meetings with employees.
- Through postings on the Health and Safety Board.
- Future Safety Talks designed to address the findings of the investigation.

**Training**

All *Coaches, Supervisors, Safety Coordinators, Safety Committee Members and Safety Representatives* shall complete the Incident Investigation training module.

All *Head Coaches, Supervisors, Safety Coordinators, Safety Committee Members and Safety Representatives* shall complete the training as per their assigned training profile.