

HS05

Accident Reporting and Investigation

Classification:	Health, Safety and Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2001-03-21
Date Last Reviewed:	2022-02-25
Mandatory Review Date:	2027-02-25

PURPOSE

To establish the responsibility that all College workers have to report all accidents that will lead to investigation and the necessary remedial actions.

SCOPE

All College workers as defined under the Occupational Health and Safety Act.

DEFINITIONS

Word/Term	Definition
Worker	A person employed by the College; or an unpaid learner participating in a program approved by the College; or an unpaid trainee or other persons who work or provide services to the employer (College) without compensation.
Workplace	A College campus, leased space, contracted space or any other space where College approved teaching, learning or work integrated learning activities occur.
Supervisor	Person who has charge of a workplace or authority over workers (in accordance with the OHSA)
OHSA	Occupational Health and Safety Act
Personal injury	All injuries (regardless of seriousness), occupational illnesses, hazardous exposures to blood and body fluids and hazardous exposures to chemical, biological or physical agents.

POLICY

1. The College must promote the health and safety of its workers through accident prevention and comply with the Occupational Health and Safety Act (OHSA). As a result of the timely reporting and investigation of all accidents, remedial actions are taken where necessary.
2. All workers must report personal injury, either experienced personally or observed occurring to another person, in the workplace to their immediate supervisor who will conduct a preliminary investigation using an Accident/Incident Report form (Appendix 1). Workers must report any accidents which result in damage/ loss of College property or the presence of hazardous materials. Persons with responsibility for students, contractors and children registered within a day care or child-minding program are to report and investigate accidents as required by this policy.
3. When an accident occurs or when the presence of hazardous circumstances is found, the worker must notify their supervisor immediately.
4. Where the accident results in a personal injury, the worker must consult Health Services, if available or seek medical care from a paramedic service, physician or hospital. Where an accident results in lost time from work or prevents the worker from performing their regular duties, the worker must present medical documentation.
5. The supervisor must conduct a preliminary accident investigation to identify immediate causes of the accident and initiate remedial action. The supervisor must document the findings using an Accident/Incident Report form (Appendix 1), which constitutes the preliminary investigation of the supervisor and includes the worker's account of the accident.

PROCEDURE

Action	Responsibility
1. Ensure that first aid is administered or medical attention is initiated if needed.	Supervisor or Worker
2. Report a personal injury, damage/ loss of College property or hazardous conditions to the immediate supervisor with a completed Worker Accident /Incident Report (Appendix 1).	Worker
3. Complete the on-line Accident /Incident Report and submit to Occupational Health and Safety immediately following the accident if the treatment required was urgent and preceded the reporting.	Supervisor
4. Contact Security Services by dialling 5000 if first aid or medical attention is required or when Health Services is not available.	Supervisor or worker
5. Document the first aid treatment given on an on-line Accident/Incident Report at the time of the accident.	Person applying first aid

6. Follow policy HS 08 *Fatal or Critical Injuries* if the incident: Supervisor or worker
- a. places the person's life in jeopardy;
 - b. produces unconsciousness;
 - c. results in substantial loss of blood;
 - d. involves the fracture of a leg or arm;
 - e. consists of burns to a major portion of the body;
 - or
 - f. causes the loss of sight in an eye.
7. Contact Security Services to initiate an investigation and take remedial action to prevent the reoccurrence of the accident. Supervisor

SUPPORTING DOCUMENTATION

Appendix 1 Accident/Incident Report Forms

RELATED POLICIES

HS 08 Fatal or Critical Injuries

HS 09 First Aid

RELATED MATERIALS

None

Appendix 1:**ACCIDENT/INCIDENT REPORT FORMS**

Accident/Incident Report forms are kept in all departments, Health Services, in building first aid kits, at the Security Services office as well as on the Safety and Security website.

Accident/Incident Report

<https://www.algonquincollege.com/safety-security-services/home/accident-incident-report-on-line-form/>