LASH Committee Training
- Report Generation

Please Sign In!
Why is Reporting Important?

Incident reporting is important because:

• It helps to identify an issue that requires attention
• If the incident involved an injury that results compensation claim. The report will provide the proper documentation for WCB
• Legislative purposes, “serious incidents” defined in Part 2 of MB regulation 217/2006 must be reported immediately to WSH division
Types of Reports

- Incident Investigation
- Inspection
Incident Investigation Report

When do you report incidents?

• An incident investigation report should be issued right away
  – Easier to gather information from incident scene
  – Fresh in people’s minds
  – Easier to contact witnesses

• Even if there is not an injury or it is not considered serious incident it should be documented
  – Minor injuries can worsen over time
  – Near misses reporting is valuable in preventing serious incidents in the future
Serious Incident Investigation

- Contact Environmental Health and Safety (EHS)
- EHS will report to WSH division immediately
- The employer is responsible for conducting investigations into all serious incidents
  - Even if WSH doesn’t conduct the investigation
- The Co-Chairs of the LASH committee must be involved in the investigation
  - This includes:
    - Serious incidents
    - Other incidents that cause minor injury
    - Near misses
Serious Incident Investigations

Effective investigations:

• Will identify the direct and indirect causes
• Will not focus on fault finding, rather fact finding
• Aim to prevent future incidents
The Investigation Report

If a person is injured when performing their usual work or requires medical attention due to an incident and they are not critically injured, the LASH committee will be involved in conducting an investigation and issuing a report.
Investigation of the Accident/Incident

Document the Scene

• Written notes, tape recordings, pictures or test results can all help in identify the cause of the incident
• Identify the individuals involved, this can include witnesses
• Record all information pertaining to individuals, including name of their supervisor
• Identify the scene of the accident/incident, specific location (pictures and drawings may help)
Investigation of the Accident/Incident Cont’d

• When did the accident/incident happen?
  – Day/Month/Year
  – Time of report
  – Time of the incident (including the shift if applicable)
  – Other conditions that may have contributed (Environmental?)

• What Happened?
  - List sequence of events
  - Include observations by witnesses and person conducting the investigation
Investigation of the Accident/Incident Cont’d

• How did the accident/incident happen?
  – Report the facts as you see them, list each item in logical sequence
Interviewing the Witnesses

When interviewing witnesses, it is important to control your emotions and provide a supportive environment.

- Don’t point blame
- Witnesses need to understand by learning what happened and why so an alternate process, new policies or procedures can be put in place
- Witnesses are expected to provide true information and assistance to the LASH committee as needed
The Interview

Important Steps

• Interview witnesses separately
• Put witnesses at ease (no blame)
• Ask witness to recall events
• Do not lead the witness with questions, ensure they come to their own conclusions
• Repeat or reword questions if needed
• Ask the witness for any suggestions they may have to prevent a reoccurrence
• Encourage further contact with the witness
Analysis and Conclusion

All documentation gathered must be analyzed in order to come to a proper conclusion with respect to:

• Contributing Factors
• Immediate Causes
• Root Causes
Analysis and Conclusion

Contributing Factors
- Lighting, weather, noise, time of day
- Personal Issues
- Communication Barriers

Immediate Causes
- Struck by, Caught by, Caught between
- Fall on same level, overexertion, exposed to
- Operating at improper speed
- Failure to secure, failure to use PPE
Analysis and Conclusion

Root Causes

Personal Factors
• Lack of Knowledge, skill, fatigue
• Stress and improper motivation

Job System Factors
• Inadequate maintenance
• Inadequate Supervision
• Inadequate work standards
• Lack of or inefficient Safe Work Procedures (SWPs)
Recommendations and Follow-up

After the investigation is completed, the LASH committee must decide a course of action to ensure the incident does not re-occur. At this time a recommendation can be forwarded to the employer.
Inspections

• Inspecting the workplace is one of the key duties of the LASH committee
• An inspection is a planned walkthrough of the workplace to identify any safety and health issues
• An inspection does not have to cover the entire workplace
  – Could target a specific area
  – A particular hazard or work practice
Inspections

• Regular inspections may work to
  – Reduce injuries in the workplace
  – Make both workers and employers aware of their responsibilities with respect to health and safety
• LASH committees should conduct workplace inspections before scheduled meeting (or every 90 days).
• Inspection reports will be presented at the next scheduled LASH meeting
• LASH committees are also to accompany a WSH officer if it is requested by the division
What should be recorded on an Inspection Report

An inspection report should consist of the following:

- Location, Date and Time of inspection
- Department or areas covered
- Observations and future follow up
  - Item (location of item)
  - Hazard observed (repeated observation Y or N)
  - Recommended action
  - Responsible Person
What should be recorded on an Inspection Report (Cont’d)

- Action taken
- Date

• The report should also indicate
  - Who performed the inspection
  - Where Copies were forwarded
  - Contact person for information and action