



## SAFE JOB PROCEDURE

### 1.11 – Incident Investigations

Work Unit: Physical Plant

Authorized by:

  
UMB4-LASH Management Co-chair

  
UMB4-LASH Worker Co-chair

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#### Objective

The objective of this Safe Job Procedure (SJP) is to give general instructions on completing a Notice of Injury form, and an Incident Investigation. This SJP has been developed in accordance with Workplace Safety and Health Act and Regulations:

Workplace Safety and Health Regulation - Part 02 - General Duties.

#### Categories

The University recognizes two categories of Incidents: Minor Incidents and Major Incidents. The definitions are as follows.

1. A **Major Incident** includes a Serious Incident. A Serious Incident is defined in the Workplace Safety and Health Regulation as:

*2.6 In sections 2.7 to 2.9, "serious incident" means an incident*

*(a) in which a worker is killed;*

*(b) in which a worker suffers*

*(i) an injury resulting from electrical contact,*

*(ii) unconsciousness as the result of a concussion,*

*(iii) a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot,*

*(iv) amputation of an arm, leg, hand, foot, finger or toe,*

*(v) third degree burns,*

*(vi) permanent or temporary loss of sight,*

*(vii) a cut or laceration that requires medical treatment at a hospital as defined in The Health Services Insurance Act, or*

*(viii) asphyxiation or poisoning; or*

*(c) that involves*

*(i) the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,*

*(ii) an explosion, fire or flood,*

*(iii) an uncontrolled spill or escape of a hazardous substance, or*

*(iv) the failure of an atmosphere-supplying respirator*

Additionally, University policy includes the following as major incidents:

- Worker seeks medical attention for an injury.
- Incident involves asbestos, mold, chemical or biological contamination.
- Incident damages accumulate to \$1000.00 or more.
- Near Miss – requires investigation when it is reasonably likely that the incident could have resulted in injury or significant loss.
- Incident falls under the classification for Minor Incident, but the worker requests through the involvement of the LASH Committee – UMB4, that an investigation be done.

**For Major Incidents that result in injury or had the potential to result in injury or significant loss, complete a [Notice of Injury](#) form AND an Incident Investigation. For Major Incidents that result in damages which accumulate to \$1000.00 or more, only an Incident Investigation needs to be completed.**

2. A **Minor Incident** is identified when:

- A worker is injured and does not require attention by a medical practitioner.
- Does not meet any of the criteria for a Major Incident (listed above). The worker does not request an investigation via inclusion of the LASH Committee – UMB4.

**For Minor Incidents, complete the [Notice of Injury](#) form. An Incident Investigation does NOT need to be completed for Minor Incidents. However, for all minor incidents, the worker will be given the option for an Incident Investigation to be carried out by requesting the involvement of the LASH Committee – UMB4 on the Notice of Injury form.**

### **Notice of Injury (Green Card) Procedure**

<b>STEP</b>	<b>ACTION</b>	<b>ACTION BY</b>
1	Supervisor is notified of incident or near miss as soon as is reasonably practicable.	Worker / Witness
2	Worker completes Notice of Injury form (supervisor provide assistance if needed) and submits form to supervisor. Supervisor ensures all information and signatures are complete on form.	Worker / Supervisor
3	Supervisor scans completed Notice of Injury to Green Card Group (located on each photocopier's menu). The original Green Card is given to Human Resources for personnel file. <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a> .	Supervisor By end of shift
4	Health and Safety Program files the Notice of Injury Form and associated information on the L drive.	Health and Safety
5	Incident is classified as either Minor or Major as defined above. If it is classified as Major, an incident investigation must be completed within 24 hours.	Supervisor / Health and Safety Program

## Incident Investigation Procedure

STEP	ACTION	ACTION BY / WHEN
1	Incident occurs. After emergency procedures are carried out, the following must be notified: A. Security Services (if EMS is required) B. Supervisor C. Director D. Health and Safety Program	Worker / Witness  As soon as reasonably practicable
2	If a Serious Incident (as defined above) has occurred, the scene must be preserved and the Workplace Safety and Health Division notified at (204) 945-3446.	Health and Safety Program  As soon as reasonably practicable
3	LASH-UMB4 committee co-chairs and the Director are notified of the incident. As soon as reasonably practicable, they are to be provided with a Notice of Injury Form.	Health and Safety Program  As soon as reasonably practicable
4	The investigation is carried out using the Incident Investigation form. This should be done as a team by the worker, supervisor, and the co-chairs of the LASH-UMB4 committee. If the incident involved chemical, biological, or radioactive materials, the Environmental Health and Safety Office is to be notified and included in the investigation.	Worker/Supervisor/LASH-UMB4 co-chairs/EHSO (when applicable)  As soon as possible
5	The supervisor scans a copy of the completed Incident Investigation form to the following: A. Director B. Supervisor C. Co-chairs of the LASH-UMB4 committee D. Health and Safety Program	Supervisor  As soon as Incident Investigation form is completed and signed.
6	The incident report is reviewed and corrective action determined. Individual(s) who will be responsible for carrying out corrective action are identified.	Director/Supervisor/LASH-UMB4 co-chairs / Health and Safety Program
7	The corrective action is carried out.	Individual(s) identified in Step 6
8	Follow up to ensure the corrective action has been completed.	Health and Safety Program
9	Communicate to all stakeholders (listed in Step 5) when corrective action is complete.	Health and Safety Program
10	File documentation for the investigation and corrective action.	Health and Safety Program  Immediately
11	Communicate the corrective action to the department via a toolbox meeting.	Supervisor  Within 30 days of corrective action being complete
12	Communicate summary of the incident and corrective action to the LASH-UMB4 committee.	LASH-UMB4 co-chairs / Health and Safety Program  Next scheduled LASH-UMB4 meeting

**Review:** summary reports detailing the incidents are to be produced monthly. Quarterly statistics are tabled to review larger trends.