**Purpose**

[Organization’s name] shall use incident reporting and subsequent investigations to improve safety and quality of services for all that are on [Organization’s name] property.

**Definitions**

* **Near Miss**: an undesired event that could have resulted in injury, property damage or loss
* **Incident:** unplanned event that causes injury, property damage or loss
* **Potential Serious incident**: the incident had a likelihood of causing a serious injury or illness (that could have resulted in hospitalization or fatality), and there is reasonable cause to believe that corrective action may need to be taken to prevent recurrence.
* **Reportable Incidents**: Incidents that result in a fatality, injuries, illnesses and incidents that require or are likely to require a worker being hospitalized, unplanned or uncontrolled explosion, fire or flood that causes or the potential of causing a serious injury, a collapse or upset of crane, derrick or hoist, collapse or failure of any component of a building or structure necessary for its structural integrity. (Part 7 section 33 of the Alberta Occupational Health and Safety Act)

**Policy**

[Organization’s Name] is committed to providing a safe environment for all employees, students, volunteers, visitors contractors or any other worksite parties and wants all unsafe practices, conditions or situations reported and investigated to ensure safety. Further, it ensures compliance with the *Worker’s Compensation Act* and the *Alberta Occupational Health and Safety Act*.

**Responsibilities**

* **Workers:** ensure that all incidents regardless of severity are reported, participate in all investigations and work with the employer to reach effective corrective actions.
* **Employer:** ensure that all incident regardless of severity are investigated and that corrective actions are identified and implemented in a timely manner. All corrective actions implemented will be monitored to determine effectiveness.

**Reporting Procedure**

1. All incidents that result in occupational injuries, illnesses and near misses must be reported to [identify whom staff are to report to or what is the process staff must follow to report an incident] immediately after the incident occurs, or as soon as practically possible.
2. The Incident Record [name organization’s form if different] must be completed and provided to [identify whom staff it to give report to or how a report is to be submitted]. In the event that an employee is unable to complete the Incident Record themselves, the Manager/Supervisor shall do so on their behalf.
3. When First Aid is provided, the First Aider will complete the First Aid section on the Incident Record [name organization’s form] ensure that all necessary sections are completed including a statement on what first aid was performed.
4. The [identify whom this individual is] must give the employee the WCB Worker’s Package which includes the WCB Worker’s Report of Injury or Occupational Disease to be completed by the employee and modified work documents.
5. The [identify whom will be responsible for this process] shall submit to the WCB the Employer’s Report of Injury or Occupation Disease within 72 hours and notify Human Resources.
6. If the injury occurs in the absence of the [indicate who the reporting party is] (i.e. weekends or after hours) the designated in charge [identify whom this would be] individual would commence the WCB reporting process.

7.  When an occupational incident meets the reportable incident criteria (above), the [list all the persons in charge that would be responsible for reporting to; keep in mind that this needs to include individuals on all shifts since the report is to be immediate] will immediately report incident to Alberta Labour via the Workplace Health and Safety Contact Centre: 1-866-415-8690:

8.  The Manager/Supervisor will review and sign the Incident Record and forward to Administrator within 72 hours.

**Investigation Procedure**

1. Upon receipt of an incident report the [name whom the individual(s) are that will be completing the investigation] will commence the investigation.
2. The investigation will be completed using [indicate what form or electronic reporting system].
3. All investigations will document the incident details, including details about happenings before, during and immediately following the incident, root cause analysis and recommended corrective actions.
4. Upon completion of the investigation the investigation results will be forwarded to [list all the individuals that need to review investigation findings, consider outline the procedure for review if there are several levels of review].
5. On completion of the investigation, corrective actions will be assigned to the appropriate individuals. Corrective actions will be completed in a timely manner [employer determines what timely manner is]
6. Once all reviews and corrective action(s) implemented [Organization’s name] will keep all documents for a minimum of [ ] years. [Can outline where these documents will be kept]
7. If during the investigation process the incident is a potentially serious incident. The incident needs to be reported using the OHS Online Incident Reporting service: oirportal.labour.alberta.ca/pre-screening
8. Documents of the incident investigation will keep for a minimum of three years and will be available to an officer if requested.

**Investigation Procedure for Serious Incidents**

1. In the event of a serious incident the scene of the incident must not be disturbed and needs to be reported to Alberta Labour via the Workplace Health and Safety Contact Centre: 1-866-415-8690 immediately, including reporting on the time, place and nature of the incident. No scene of a serious incident can be disturbed or cleaned up unless otherwise directed by a Director of Inspection, an occupational health and safety officer or police officer except as necessary to:
2. Attending to persons injured or killed
3. Preventing further injuries or incidents, and
4. Protecting property that is endangered as a result of the injury or incident.
5. Organizations may identify any other internal reporting structure that would need to occur in a serious incident, outline this process with the organization.
6. Once reporting is completed the employer will need to investigate [organization needs to identify who will be part of the investigation]
7. At the conclusion of the investigation the [organization, identify whom will be responsible for the documenting of the investigation into a report] will prepare a report which documents the incident details, including details about happenings before, during and immediately following the incident, root cause analysis and recommended corrective actions.
8. On completion of the investigation, corrective actions will be assigned to the appropriate individuals. Corrective actions will be completed within [identify timelines]. If action will take longer than ( ) days a corrective action plan including details of immediate precautious needed and when corrective action(s) are expected to be implemented.
9. All serious incident investigation reports will be given to the Director of Inspections, the Health and Safety Committee/Health and Safety Representative (choose based on your organizations situation).
10. Documents of the incident investigation will keep for a minimum of three years and will be available to an officer if requested.

**Forms** [Organizations would list forms, checklists and policies that are associated with this policy.]

* Incident Reporting Form (see CCSA template)
* Incident Investigation Form (see CCSA template)

**References**

Alberta Occupational Health and Safety Act, April 1, 2023