



Saskatchewan
Health Authority

Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 15-003

Title: Legislative Responsibilities: Serious Accidents

Saskatchewan Employment Act:

OHS Regulation: 4, 8, 29, 30

Date: January 1, 2017

Date Revised/Reaffirmed: May 1, 2019

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Purpose

The purpose of this procedure is to establish the processes to follow when a serious accident occurs

Procedure

Secure the area and provide emergency response

- Employer or designate assess the seriousness of the situation. Can the present situation get worse? How can damage be minimized?
- If the accident caused a death, do not interfere with, destroy, carry away or alter the position of any wreckage, article, document or thing at the scene until an Occupational Health Officer has completed an investigation, **except for the purpose of saving a life or relieving human suffering.**
- Eliminate and contain hazards. If necessary, remove non-essential personnel from danger area immediately. Treatment of injured may have to wait until others whose lives are in danger are removed from danger. Provide first aid as soon as possible.
- Employer or designate: Call switchboard or 9-1-1 Emergency Medical Services (EMS) as appropriate. Relay as much information as possible, including number of injured persons and nature and extent of injuries. Have someone meet EMS and guide them directly to the accident scene. Ensure clear access for EMS. Find out where the injured persons are being taken – information for families and investigators.
- Employer takes charge, if no other authority is present. Labour Relations and Workplace Safety (LRWS) has authority in most occupational accidents; Fire & Protective Services has authority in some situations.
- Employer or designate:
 - Control the crowd
 - Ask someone to assist
 - [Identify the witnesses](#)

Notifications

Employer or designate responsible for the following:

- Notify Manager/Director on Call
- Report to Safety Alert System/Incident Reporting Line
- If it is a Code, Notify EPP Manager

- Ask for assistance from the SHA OHS Support Person
- If the accident meets the definition, notify LRWS by phoning (306) 933-5052 as soon as reasonably possible.
- [Complete Serious Accident Notification to OHS Division Form](#) (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools) and send copies to:
 - LRWS fax to (306) 933-7339
 - Site Co-chairs
 - SHA Regional Manager of OHS: email OHSINTAKE@saskatoonhealthregion.ca or fax (306) 655-0124

Investigation

Employer and the site Co-chairs (or designates) investigate the accident with the assistance of the SHA OHS support person. Record the investigation on the [Serious Accident Investigation Report Form](#); (Word Document available on OHS Infonet Page under Resources, Incident Investigation Tools) follow the [Occupational Health and Safety Regulations, 1996; Regulation 29](#) for the criteria to be included in the report. Other tools available on the OHS Infonet Page under Resources, Incident Investigation Tools: [Manager DO/SA/CI Investigation Tool](#) and [OHC Co-Chair DO/SA/CI Investigation Tool](#)

- Identify the witnesses:
 - Make a list immediately of those directly involved in the accident, including injured persons. Obtain contact information. If public is involved, go to them first, as they are more likely to leave.
 - Ask the person who was first on the accident scene to help develop list, as this person may know who else was in the vicinity at the time. Approach these witnesses immediately.
 - Include anyone who was in the vicinity immediately before, during, or after the accident, including injured workers. Even if someone wasn't there when it happened, if they were there immediately before hand they may have valuable information.
 - Inform all witnesses that the purpose is fact-finding and to prevent it from happening again, not blaming.
 - Arrange separate interviews for each witness as soon as possible. If there are two investigators, you might consider one investigator beginning the interviews, while the other gathers evidence. If appropriate, gather evidence while witnesses are being interviewed: the witness can then point to objects, equipment, and together with the investigator, examine physical evidence. Or it may be more appropriate to carry out interviews in a quiet office where there will be fewer distractions.
- Survey the scene and gather physical evidence:
 - Note environmental conditions: housekeeping, lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality
 - Record the scene as found:
 - Take pictures
 - Make sketches
 - Take measurements
 - Housekeeping, condition of floor, risk of slips or trips, confined work area, clear access
 - Accident surroundings: marks that could provide clues to the accident, anything out of the ordinary
 - Equipment, materials, tools:
 - Location in relation to injured worker

- Damage or other marks on equipment or tools to damage or marks on floors and walls. Are they consistent?
 - Check safety devices such as guards, guardrails, safety catches.
 - Presence of toxic or hazardous substances
 - Are machinery controls on or off? Establish consistency. Verify that what was said is correct. If not, there may be some problem with machine, equipment, or someone's familiarity with machine or equipment
 - Use and quality of PPE
 - Photograph and record nameplate data, such as weights and load limits
 - Check for structural damage as well as damage to equipment, piping, etc
 - Collect foreign objects or broken pieces of equipment
- Take samples of substances/fluids
- Note ergonomic conditions: weights, forces, awkward posture used &/or necessitated by environment/equipment/task, control design
- Interview witnesses:
 - Identity of the people involved in the accident
 - Identity of the people with possible knowledge of the accident
 - Events that occurred before, during and after the accident
 - Timing and sequence of events
 - Location and direction of actions and events
 - Possible causes of each action and event
 - Witness suggestions for preventing similar incidents
- Gather documentation:
 - Orientation, training and maintenance records
 - Equipment manuals
 - Safety Data Sheets
 - OHC Minutes and inspection reports
 - Audits
 - Policies and Procedures
 - Job Safety Analysis
 - Safe Work Procedures
 - Safety profile
 - Incident reports: evidence of previous similar incidents and corrective actions
 - Evidence of rule enforcement
 - Staffing level, schedule, overtime
- Interview other appropriate personnel:
 - Supervisor
 - Experience and training as a supervisor
 - Supervisor knowledge in type of work being performed
 - What instructions did they give at the start of the shift
 - Experience and training of the workers involved
 - What supervision has been done to ensure safe work procedures were being followed
 - Physical and mental condition of those involved (fitness, fatigue, stress)
 - Workload
 - Expectations
 - Description of task
 - Repetitiveness

- Work flow design
 - Previously identified hazards & subsequent controls put in place
 - Safety rules & enforcement
 - Safety inspections
 - Budgetary factors
 - Accountability
 - Suggestions to prevent reoccurrence
 - Co-Workers
 - Regarding workload
 - Work and safety culture
 - Unwritten or conflicting expectations
 - Training and effectiveness
 - How a task is usually performed
 - Physical and mental condition of those involved (fitness, fatigue, stress)
 - Suggestions to prevent reoccurrence
 - Trainers
 - General training
 - Specific to prevent reoccurrence
- Analyze the evidence and determine direct, indirect and root causes
 - Determine gaps in the evidence and try to fill this in by interviewing witnesses again etc.
 - Get expert advice if necessary, e.g. Engineering consultant, human factors consultant
 - Each conclusion should be checked to see if:
 - It is supported by evidence
 - The evidence is direct or based on eyewitness accounts, or
 - The evidence is based on assumption
 - Employer or designate: Determine immediate mitigation action to ensure the safety of workers in the short term, including person responsible and target date.
 - Employer or designate: Determine short-term and long-term corrective actions, including person responsible and target date, to correct the indirect and root causes.
 - Controls should be considered in this order:
 - Eliminate the hazard
 - Substitute the hazard for a less hazardous process/material
 - Minimize the hazard:
 - Reduce the amount of hazardous materials being stored
 - Reduce the # of items of hazardous equipment
 - Reduce the usage of hazardous plant or materials
 - Engineering controls
 - Control at the source e.g. process automation or changes in design
 - Physical barriers e.g. machine guards or automatic lock out systems
 - Controls to reduce exposure e.g. partial enclosure, ventilation, dust suppression
 - Segregation – time. e.g. do hazardous operations when people are not present
 - Administrative controls
 - Job rotation
 - Safe systems of work
 - Good housekeeping
 - Training and supervision
 - Personal protective equipment

Do not recommend safe work practices/procedures as the sole or main control if the hazard can be eliminated, substituted or controlled by engineering solutions.

- Employer or designate, in consultation with the site Co-chairs or their designates and the assistance of the SHA OHS support person, writes a report that includes:
 - A description of the accident
 - Any graphics, photographs or other evidence that may assist in determining the cause or causes of the accident
 - An explanation of the cause or causes of the accident
 - The immediate corrective action taken
 - Any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action

- Follow Up
 - Employer or designate: Communicate the report to LRWS, SHA OHS Department, workers, management, OHC, department safety committee. It may be appropriate to communicate to other departments such as Risk Management or Infection Prevention and Control.
 - Employer or designate: Develop a timetable for corrective actions and implement the corrective actions.
 - OHC: Monitor that the scheduled actions have been completed
 - OHC: Post the action taken as well as any decision not to act
 - OHC: Confirm that the action taken has resolved the problem
 - Employer or designate: Check the condition of injured workers
 - Employer or designate: Inform and train other workers at risk
 - Employer or designate: Re-orient injured workers on their return to work

Non-Compliance/Breach:

Non-compliance with this procedure will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Act.

Review Dates:

January 1, 2017

October 15, 2017

March 26, 2018

October 29, 2018

May 1, 2019

Manager – Dangerous Occurrence/Serious Accident/Critical Incident Investigation Tool

Manager & Director on Call is notified of a Dangerous Occurrence/Serious Accident/Critical Incident via Employee/Supervisor and/or Safety Alert System/IRL

Manager requests worker(s) on site to secure the scene & not to disturb scene after emergency response

Manager attends to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

(1) Notify LRWS by phoning (306) 933-5052, as soon as reasonable possible, if the incident meets definition and (2) Request Support from OHS Support Person

Investigate with the OHC Co-Chairs & OHS Support Person using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

Identify witnesses

Immediately list those directly involved, including the injured person

Public/visitors/clients

Anyone who was in vicinity immediately before, during, after incident

Inform witnesses the purpose is fact-finding, not blame

Survey the scene & gather physical evidence

Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)

Record scene (take pictures, sketches, measurements, etc.)

Equipment, materials & tools

Ergonomic conditions (weight, forces, postures, etc.)

Interview witnesses

Interview other appropriate personnel

Supervisor(s)

- Experience/training
- Workload
- Expectations /Accountability, etc.

Co-workers

- Safety culture
- Conflicting expectations
- Training and effectiveness

Trainers

- General training
- Specific to prevent reoccurrence, etc.

Gather documentation

Orientation, training, maintenance records

Equipment manuals, Safety Data Sheets

OHC Minutes & inspections

Policy & Procedures

Safe Work Procedures & Job Safety Analysis

Previous incident reports

Staffing level/overtime

Analyze the evidence and determine direct, indirect and root cause

Determine gaps in evidence

Determine direct, indirect and root cause(s)

Task, equipment, materials, people, procedures

Hierarchy of Controls

- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

Write the Investigation Report: (1) description of incident (2) graphics (3) explanation of cause(s) of incident (4) immediate corrective action(s) (5) long-term action to prevent incident

(1) Fax the Investigation Report to LRWS (306) 933-7339 and (2) email/fax to local OHS office OHSIntake@saskatoonhealthregion.ca or fax (306) 655-0124

Follow up

- Develop a timeline for corrective actions and implement the corrective actions
- Check the condition of injured workers
- Inform and train other workers at risk
- Re-orient injured workers on their return to work

Occupational Health Committee Investigation Tool

OHC Co-Chairs are notified of a Dangerous Occurrence/Serious Accident/Critical Incident

OHC Co-Chairs present to the secured scene of the Dangerous Occurrence/Serious Accident/Critical Incident

Investigate with the Manager/Designate & OHS Support using the Dangerous Occurrence Investigation Form OR Serious Accident Investigation Report Form

Identify witnesses

Immediately list those directly involved, including the injured person

Public/visitors/clients

Anyone who was in vicinity immediately before, during, after incident

Inform witnesses the purpose is fact-finding, not blame

Inform the witnesses who will be interviewed at a later time

Survey the scene & gather physical evidence

Environmental conditions (lighting, noise, signs, workspace, visibility, temperature, humidity, distractions, air quality, etc.)

Record scene (take pictures, sketches, measurements, etc.)

Equipment, materials & tools

Ergonomic conditions (weight, forces, postures, etc.)

Interview witnesses

Interview other appropriate personnel

Supervisor(s)

- Experience/training
- Workload
- Expectations /Accountability etc.

Co-workers

- Safety culture
- Conflicting expectations
- Training and effectiveness
- Suggestions, etc.

Trainers

- General training
- Specific to prevent reoccurrence, etc.

Gather documentation

Safety Profile

Job Safety Analysis

Staffing level/overtime

Policy & Procedures

Safe Work Procedures

Orientation, training, maintenance records

Equipment manuals, SDS's

OHC Minutes & inspections/ Audits

Department Safety Committee Inspections

Facility Management repairs & assessments

Previous incident reports

Analyze the evidence and determine direct, indirect and root cause

Determine gaps in evidence

Determine direct, indirect and root cause(s)

Task, equipment, materials, people, procedures

Hierarchy of Controls

- Eliminate the hazard
- Substitute for less hazardous process/material
- Minimize amount of hazard
- Engineering controls (control at the source)
- Administrative controls (job rotation, safe systems of work, housekeeping)
- Training & supervision
- Personal protective equipment

(1) Fax the Investigation Report to LRWS (306) 933-7339 and (2) email/fax to local OHS office OHSIntake@saskatoonhealthregion.ca or fax (306) 655-0124

Follow up

- Monitor scheduled corrective actions
- Post corrective action taken and any decisions not taken
- Confirm corrective actions taken has resolved root cause



Serious Accident

Notification to OHS Division

Ministry of Labour Relations and Workplace Safety

Manager, Supervisor or Designate

Notify

- LRWS by **phone to (306) 933-5052** and by **faxing** this completed form to **(306) 933-7339**, as soon as reasonably possible (i.e. **as soon as area is secured and everyone is safe**) of any occurrence that meets [Regulation 8](#): accidents causing serious bodily injury.
- EPP on Call: If notified of the incident, EPP on call may provide this notification to the Division
- OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

Name of each injured or deceased worker and the apparent injuries:

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Name of the employer of each injured or deceased worker:

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Date, time and location of the accident:

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Circumstances related to the accident (provide enough detail so that the severity of the risk is clear e.g. #s of employees affected, potential to reoccur):

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The name, telephone number and fax number of a person to be contacted for additional information (provide primary and alternate contacts):
Manager/Supervisor Signature:
Date and Time Reported to the OHS Division:
cc: Employer Co-Chair:
cc: Employee Co-Chair:
cc: OHS Regional Manager: email OHSINTAKE@saskatoonhealthregion.ca or fax: (306) 655-0124

Accidents causing serious bodily injuryⁱ

- 8(1) An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:
 - (a) causes or may cause the death of a worker; or
 - (b) will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours or more.
- 8(2) The notice required by subsection (1) must include:
 - (a) the name of each injured or deceased worker;
 - (b) the name of the employer of each injured or deceased worker;
 - (c) the date, time and location of the accident;
 - (d) the circumstances related to the accident;
 - (e) the apparent injuries;
 - (f) the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information.
- 8(3) An employer or contractor shall provide each co-chairperson or the representative with a copy of the notice required by subsection (1).



Serious Accident Investigation Report Form

Follow-up after a Serious Accident (OHS Reg 29)

Site and Department:
Manager:
Injured Worker:
Occupational Health Officer:
Reference # (If Officer Report Received):

Location of Accident:
Date and Time of Accident:

Incident Description What happened and how it happened. (Include information learned from inspection and from interviews with workers, supervisors, witnesses, experts): Pictures and/or sketches of site layout/dimensions to be included here or attached.
Investigation
Related Legislation Quote the legislation and whether each of the requirements was met

<p>Other reference documentation e.g. CSA Standards, other applicable Standards or Codes, manufacturer operating and maintenance manuals. Quote the document and whether the requirements and/or procedures were followed. (attach documents or parts of documents as appropriate)</p>
<p>Operational/maintenance documents List here and attach (e.g. certificates, records, invoices, technicians or inspectors names and contact numbers)</p>
<p>Service Provider (i.e. contractor) documents Ensuring service provider is competent for the work contracted e.g. maintenance contract, etc.</p>
<p>Training records List and attach records for workers and supervisors including content of training and dates</p>
<p>Other Any other information that helps explain why the incident happened</p>
<p>Causes</p>
<p>Direct and Indirect causes (summary of problems identified in investigation notes above)</p>

Root cause(s) (summary of root cause identified in investigation)
Corrective Actions
Short term What was done immediately to control the immediate causes/risks; include person responsible and target date or date completed
Long term To control the root causes; include person responsible and target date
Actions to prevent occurrence at other facilities or departments

(Print name)	
Report prepared by:	Date:
Email address:	Phone:

(Print name)	
Reviewed by:	
Signature:	Date:

(Print name)	
Reviewed by:	
Signature:	Date:

Co-Chair Certification	
We certify that this report was prepared in consultation with the site co-chairs or designates:	
Employer co-chair signature	
Employee co-chair signature	

Cc: Site OHC co-chairs

SHA OHS Regional Manager: OHSINTAKE@saskatoonhealthregion.ca or fax (306) 655-0124

i The Occupational Health and Safety Regulations, 1996; Regulation 8, Statutes of Saskatchewan

ii Excerpt from The Occupational Health and Safety Regulations, 1996; Regulation 29, Statutes of Saskatchewan

iii The Occupational Health and Safety Regulations, 1996; Regulation 8, Statutes of Saskatchewan