

1.4.2: Investigation Procedures

Policy

The intent of an incident investigation is to determine all the factors that contributed to the incident (root causes) so appropriate steps can be taken to ensure a similar incident does not reoccur.

Therefore, it is essential the incidents be investigated with the focus on determining all root causes and not on finding immediate fault. It is also essential that corrective actions be taken once the causes have been determined.

Definitions

"Corrective action" means any action taken to eliminate or reduce a hazard that contributed to an incident. This includes changes in work procedure, use of new or different equipment, training, or any other measures to avoid a recurrence of the hazard.

"Follow-up procedure" means action taken following the implementing of corrective action to ensure corrective actions have been taken and are effective.

Investigation Procedure

Employees performing investigations are responsible for the following actions:

1. Examining and recording the conditions and evidence at the site using photographs, videotape and sketches
2. Interviewing witnesses, separately, as soon as possible after the incidents. Keep in mind the witness's frame of mind after a traumatic event. Witnesses should be made to feel as comfortable as possible and may need time to comprehend the event.
3. Obtaining written witness statements if required
4. Listing all people, tools, equipment, substances, vehicles and structures involved
5. Establishing the sequence of events prior to, during, and immediately following the incident

All incident reports should include the above information. The Ministry uses a standard [Joint Accident Investigation Report form \(H0090\)](#), which is equivalent to the PSC 38 form referenced in the collective agreement.

Recommendations for Corrective Action

Employees performing investigations and/or Joint Health and Safety Committees are responsible for including recommendations for corrective action. These recommendations are to specify the following:

- Corrective action(s) to be taken
- Persons responsible for implementing corrective action
- Time frame for implementing corrective action and completing follow-up procedures
- Informing the Joint Health and Safety Committee and consulting with this committee as required.
- Follow-up procedures to ensure corrective action successful

Follow-up

The Regional, Branch or District Managers shall review recommended solutions and ensure that the supervisor(s) have completed corrective actions indicated in the report within reasonable timelines.

Reference

- [Workers Compensation Act Sections 172-177](#)
- WC Amendment Act, Sections 3.4 and 33.6
- BCGEU 14th Master Agreement Article 22.5
- [Joint Accident Investigation Report](#) (H0090)
- [PHH Vehicle Accident Report & Instructions](#) (FIN615)
- [PHH Quick Guide](#)
- [General Incident or Loss Report](#) (FIN597)(Private vehicle or property damage/loss)

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