

VBN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 10: INVESTIGATIONS AND REPORTING

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.
August 14, 2020	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	
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Approved by: Angelo Ventrella	Approved by: Angelo Ventrella	

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Incident Investigation Policy

Purpose

VBN Paving Limited. Incident Investigation Policy has been developed to provide direction and orientation to all VBN Paving Limited. employees with regards to Incident Investigation procedures and applicable Occupational Health & Safety Act and Regulations. Incident Investigation is a crucial control component of VBN Paving Limited's Health & Safety System as it enables VBN Paving Limited. to identify all immediate and basic causes root causes of the incident, analyze the data and make the necessary recommendations to prevent the incident from recurring. The Incident Investigation Policy also identifies which incidents need to be investigated and the different protocols depending on the specific incident.

Accident: An accident is an unplanned event that causes harm to people or damage to property.

Scope

The Incident Investigation Procedures apply to all JHSC Representatives, Managers, Supervisors, Health & Safety Representatives, and all Workers of VBN Paving Limited.

Immediate Investigations, as required by the OHSA, will be conducted for:

- Near misses – “close calls”
- Critical injuries
- Fatalities
- Lost time injuries
- Medical aid
- Occupational illnesses
- Significant property damage
- Fires
- Environmental releases
- Workplace violence and harassment

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Definitions

Near Miss

An event that under different circumstances could have resulted in physical harm to an individual or serious damage to the environment, equipment, property or material

Critical Injury

As defined in the Ontario Regulation 834 of the Occupational Health & Safety Act is as follows: For the purpose of the Act and the Regulations, “critically injured” means an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg or arm, but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body or
- Causes the loss of sight in an eye

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Procedures

Non-Critical Injuries requiring First Aid

When any injury occurs, the following steps shall be followed:

- Provide necessary First Aid care then call for additional help is needed.
- Must report any accidents or injuries to the Supervisor or Manager immediately
- With the assistance of a Supervisor/Manager, the worker must complete VBN PAVING LIMITED Incident Report

Medical Aid Injuries

The following steps shall be followed:

- Provide necessary First Aid care then call for additional help is needed.
- Must report any accidents or injuries to the Supervisor or Manager immediately.
- Incident Report to be completed by the injured worker and the Supervisor or Health & Safety Representative by the end of the shift.
 - Supervisor and/or Health & Safety Representative shall submit a preliminary report to management by the end of the shift.
- The Supervisor and/or Safety Representative shall arrange for transportation for any additional medical aid required. (Doctor, chiropractor, ambulance, etc.).
 - A FAF shall be given to injured worker to take to medical aid.
- The employee must contact Manager immediately after receiving medical aid to provide an update on condition.
 - The Employer must maintain a *contact log* for all communication and meetings between the employee and the employer.
- All WSIB forms shall be completed by the Employer and submitted to WSIB within 3 days of the incident.
- Early and Safe Return To Work Program will be followed and the Employer will offer the injured worker modified work immediately to commence the day after injury within their limitations and abilities for them to sign indicating whether they wish to accept or refuse to accept the offer of modified return to work

Critical / Serious Incident/ Injury

Incident investigations will be carried out immediately by the Health and Safety Representative and the designated Supervisor/Foreman upon notice of incident.

Preliminary incident investigation reports must be completed and submitted within 24 hours from the notice of the incident.

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Why are accident investigations important?

Doing an investigation after a workplace injury or near-miss will help determine the contributing factors and root causes of an injury or illness. Employers and workers can then use the information learned to prevent similar occurrences in the future. It is not to find fault or lay blame but to improve health and safety in the workplace.

When is an investigation required?

Under the Occupational Health and Safety Act (OHS Act), employers are required to investigate, under Section 51, Critical injuries or fatalities and/or, under Section 52, Disabling injuries or illness. The investigation MUST be completed as soon after the event as possible – prior to scene clean up.

Critical and Serious incidents must be completed immediately upon notice. The Manager will handle the investigation of serious incidents.

Incident investigations are strongly influenced by timing and severity.

Timing: Timing is a critical factor in incident investigations. Time affects several types of information. Delays in an investigation may lead to partial or complete memory loss on the part of the witnesses, changes at the incident site, and removal of important evidence. Furthermore, those directly involved in the incident, whether they are witnesses or late arrivals, tend to discuss the incident and details may become distorted in the retelling.

Severity: Given the time-consuming nature of investigations, companies tend to examine those incidents that have the most serious consequences. However, incidents that result in minor injuries are often signals of a hazard that may one day lead to a more serious consequence.

Investigation Process

Whenever possible the investigator should control the scene marking off area to ensure the area and evidence is not disrupted. (“Control the Scene”)

The investigator should

- Take pictures of the scene
- Review any related documents and records
- Inspection of the site/equipment/material that was involved in the injury/incident
- Use of photographs/sketches/drawings of the incident scene indicating sizes, distances, and weights of objects or appropriate
- Witnesses should be interviewed (using a “witness statement form”) and people involved also to be interviewed

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Incident Analysis

As incidents are seldom the result of a single factor, the investigator is to attempt to identify all contributing factors to control the probability of reoccurrence. Identification of immediate and root causes taking into consideration the following factors that may have acted alone or interacted with one another such as:

- People
- Equipment
- Material
- Environment
- Process

During the investigation, the investigator will ensure the incident investigation report is completed, the employee completes a report of incident and witness statements are documented on the witness statement form.

The Final Investigation Report:

The final investigation report should be as detailed as possible and include all photos, interviews, and diagrams taken in the investigation. The report should include:

- Who was involved, who witnessed, when it happened, where it happened
- Description of what happened (sequence of events)
- List of machines/equipment or materials involved
- Record all corrective action taken to improve the workplace for the future and complete a follow-up post-accident to ensure measures are being accepted.
- Information about the work procedures and training provided
- List of corrective actions taken with date and recommendations on how to prevent it from happening again
- Sign off by the investigators and the management who reviews the report
- Sign off by the JHSC Worker representative (if applicable)

Motor Vehicle Accident

The following shall take place when a vehicle accident occurs:

- Control the scene and prevent further injury or damage to anyone involved.
- Notify your Manager immediately and they will notify the appropriate personnel.
- Take pictures of the scene, where appropriate.
- The operator shall complete a Vehicle Accident Report, attach any other pertinent reports, and hand it in to your Manager by the end of the shift.
- The Manager shall submit the report to the Employer by the end of the shift.

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Roles and Responsibilities

Manager

- Ensure that the incident investigation is completed in the case of serious incidents upon notification of injury; and in the case of all other listed incident investigation is submitted within 24 hours of the incident.
- Ensure that all Supervisors and Health & Safety Representatives receive training with regard to the incident investigation procedures.
- Ensure that the Joint Health & Safety Representative(s) receives training with regard to carrying out and participating incident investigations.
- When the incident investigation has been submitted the report is to be reviewed by the Manager. The Manager will then identify recommendations through corrective actions to address the identified causes identifying the action; who to implement; who is responsibility, and timeline for implementation of corrective actions.
- Ensure to document the follow up on the corrective action; what has been done, who has completed the actions, when they were completed and to identify the effectiveness of the corrective action in prevention of reoccurrence.

Supervisors and Health & Safety Representative

- The Supervisors and Health & Safety Representatives will perform all initial incident investigations.
- The Supervisor and Health & Safety Representative submits the report to the Manager and they cooperatively review and finalize the report identifying all contributing factors and identified proposed corrective actions.
- The Supervisor and Health & Safety Representative in the case of injury ensure the injured worker(s) receives appropriate medical and receives injury package.

Notification Procedures

In the case of a critical injury the Supervisor and/or Health & Safety Representative will notify the Manager who is to carry out the immediate phone notification to the Ministry of Labour (OHSA Section 51)

The Manager is to submit the 48-hour report (Sect.51) and create a form with the required information (Industrial Reg. Section 5)

All incident investigation reports are to be posted in the workplace on the health & safety board

Medical Aid and lost time injuries must be reported to WSIB (WCB) within 72 hours.

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Communication

The results and the injury incidents will be communicated to the employees in a number of ways through the JHSC, site safety talks, onsite safety bulletin boards, and through periodic health and safety reports

The Incident Investigation Policy will be communicated to all employees through the new hire orientation training using the health & safety binder, sample incident reports, and incident investigation formal training sessions

Training

All Supervisors and Health & Safety Representatives will receive formal training on how to conduct an incident investigation and the incident investigation procedures.

The training will occur during initial hire orientation for new hires; during designated formal training sessions for existing workers, periodic safety training sessions and safety talks.

Training will also occur on a periodic basis during refresher training sessions and periodic safety meetings

Evaluation

The Incident Investigation Procedure will be reviewed on an annual basis through the yearly audits including interview of a sample of workers.

The Incident Investigation Policy and Procedures will also be reviewed by the senior management as investigations occur and during site safety meetings.

Acknowledgements and Improvements

The success of the incident investigation policy and procedures will be acknowledged as corrective actions are followed up and reviewed for effectiveness.

The success of the Incident Investigation Procedures will be reported to individual site offices as part of yearly audits; periodically via company emails and safety reports.

Upon yearly review of the incident investigation policy and procedure, review of effectiveness of corrective actions the senior management will evaluate; identify gaps, develop and implement an action plan to address the identified areas of improvement as part of the continuous improvement process.

REFERECES

- OSHA Regulations Section 51-53 - Incident Investigation and Reporting.
- OSHA Regulations Section 9 – Joint Health and Safety Committee

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