An “accident investigation report” must be completed by supervisors whose employees were involved in an accident during working hours. The report will be completed using the standard “accident investigation report” form (see attached). Upon completion, copies of the report will be forwarded to Rehabilitation Services as soon as possible, but within 24 hours of the employee accident.

It is the responsibility of the Supervisor to ensure that all sections of the report are accurately completed and all the required information is provided. For example, in the describing the accident, it is essential that the work being carried out at the time of the accident (or employee’s activities) be specified on the report form.

Under the section “Actions to Prevent Incident Recurrence”, it is essential that the Supervisor states any recommendations, suggestions or changes in procedure(s) which will be implemented to prevent a similar accident from occurring in the future.

Following completion of the Accident Investigation Report form, the Supervisor will be responsible for advising the Rehabilitation Coordinator Office of any medical examination, medical treatment or time off from work which may have resulted from the initial accident.

Accident Investigation Reports completed by Building Services Supervisors must be submitted to the Building Manager first, and then to the Director or Associated Director, Building Services, and then to the FM Administrative Assistant.

Accident Investigation Reports completed by Trades Managers will be submitted first to the Executive Director, Facilities Operations, and then to the FM Administrative Assistant.

All Accident Investigation Reports will be routed to Occupational Health and Safety, Workplace Health and Department Manager by the FM Administrative Assistant.

All accidents in the workplace must be investigated immediately by the appropriate supervisors and corrective measures must be implemented to prevent re-occurrence.