

	No. <i>E09</i>	Pages <i>1 of 2</i>
	Approved by: Executive Committee	
Title Accident Reporting and Investigation Policy	Effective Date April 2009	Replaces n/a

Position

Cambrian College is committed to protecting the health and safety of workers (employees, contractors and students) during work/course related activities while on College premises.

It is the College's position that should a worker have had an accident that caused an injury, the accident will be reported and investigated to determine the cause and required corrective action to prevent future occurrences.

Accident Reporting

All personnel in the College community are required to:

- Report the accident or a near miss situation to his/her Supervisor.
- Get first aid immediately if needed.
- Cooperate in the event of an accident investigation.

Accident Investigation

In the event of an accident or a near miss situation, an accident investigation will be conducted to:

- Identify the root cause and ensure that appropriate corrective measures are taken to minimize the risk of recurrence.
- Determine if safe work procedures, measures, and devices were identified and used.
- Determine if safety rules were communicated and understood.
- Determine if adequate safety training was provided and followed.
- Determine if the Ontario Health and Safety Act regulatory compliance has been achieved.

Responsibilities

Supervisors will:

- Immediately report the situation to the Director, Safety and Security, or designate.
- Preserve, to the greatest degree possible, the accident/incident scene until the investigation is complete.
- Secure material or equipment that may need to be tested for suspected malfunctioning.
- Provide training records, maintenance schedules and records, and warranty information.
- Assist in the accident investigation process.

	No. <i>E09</i>	Pages <i>2 of 2</i>
	Approved by: Executive Committee	
Title Accident Reporting and Investigation Policy	Effective Date April 2009	Replaces n/a

Director of Safety and Security will:

- Ensure compliance with all legislated notification and reporting requirements.
- Ensure appropriate notification is given to Cambrian College's Joint Occupational Health & Safety Committee, and that an opportunity to participate in fatal or critical injury investigations is afforded to union (worker) members of the Committee.
- Lead the accident/incident investigation process.
- Make recommendations to the Supervisor for corrective actions.