



## Employer incident investigations

If certain incidents (accidents or near misses) occur on the job, the employer must conduct an incident investigation.

The purposes of an employer incident investigation are to:

- Determine the causes and hazards that contributed to an incident.
- Find ways to prevent similar incidents from happening again. This involves eliminating or controlling hazards.

### Incidents employers must investigate

Employers must immediately investigate incidents that involve any of the following:

- Serious injury to or death of a worker
- An injury that requires medical treatment
- A minor injury (or near miss), but one that had the potential for causing serious injury
- A major structural failure or collapse
- A major release of hazardous substances
- A diving incident
- A dangerous incident involving explosive materials
- A blasting incident causing personal injury

### How employer incident investigations work

The key stages of an [employer incident investigation](#) include:

- **Preliminary investigation** — identifying any unsafe conditions, acts, or procedures that must be addressed so that work can begin again.
- **Interim corrective actions** — taking corrective actions to prevent the incident from happening again

- **Full investigation** — determining the root causes and contributing factors

- **Final corrective actions**

The joint committee (or the worker representative, if applicable) and others should participate in the investigation process as needed.

Each stage of the investigation has reporting requirements. And the employer must share the results of the investigation with the workers.

### Determining the root causes of incidents

Incidents seldom result from a single cause. Typically, multiple factors are involved. And it can take time and effort to determine those factors.

To identify the root causes of an incident, the employer will need to review documents such as:

- First aid treatment records and injury reports
- Accident/injury statistics
- Related records and procedures

It's important to look deeper than the actions of the worker involved in an incident. Those actions may be symptoms of underlying (root) causes. By identifying and addressing root causes, employers can eliminate or control hazards and prevent future incidents.

**Workers Compensation Act reference: Part 2, Division 10, Employer Accident Reporting and Investigation**

Project: .....

Address: .....

Employer: .....

Supervisor: .....

Date: .....

Time: .....

Shift: .....

Number in crew: .....

Number attending: .....

Other safety concerns or suggestions: .....

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**Record of those attending:**

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: .....

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Manager: .....

(Signature)

Supervisor: .....

(Signature)

For more information on health and safety requirements for crane operations in B.C., refer to the *Workers Compensation Act* and the OHS Regulation on [worksafebc.com](http://worksafebc.com).