

TIPS ON ACCIDENT/INCIDENT REPORTING

Accident Reporting - Why?

	Obligation to report Health Care or Lost time under Section 21 of Workplace Safety and Insurance Act within 3 days after learning of the accident – if not, the organization (i.e. the department) can be fined Obligation under Section 51, 52 of Occupational Health and Safety Act Critical injuries are to be reported immediately to Western Health & Safety
GOAL: Clear and concise record of information of what happened	
Information Gathering	
Who c	onducts the investigation and fills out the AIIR form?
	Employer = Supervisor
What	Questions do you need to Ask?
	What happened?
	When did it happen? (Date, Time and Place)
	When was the accident/incident reported?
	Any witnesses – get a statement from them – written, signed and dated would be ideal
	Environmental factors?
	What was the worker doing? (Part of normal job duties?)
	Body position? (helpful from an ergonomic perspective)
	Was the employee trained to do the task?
	Cause of the accident?
	Any equipment?
	Treatment of the injury (follow up if employee sought Health Care)
	Actions to prevent recurrence
	Is there any lost time and in some cases a RTW date?

Completed AIIR's should be faxed/sent to 519-661-2079 Room 4159, Support Services Building