



Occupational Health & Safety INCIDENT INVESTIGATION EDUCATION FOR SUPERVISORY STAFF





SSRSB'S BELIEF STATEMENTS:

- Student learning is our primary responsibility.
- All students have the ability to learn.
- Students learn at their own pace and in different ways.
- Learning is a partnership among home, school and community.
- **School communities must be safe,** supportive and socially just, where everyone is treated with dignity and respect.
- In the development of the whole person (cognitive, social, emotional, physical and artistic).
- Learning is a lifelong process.

Objectives

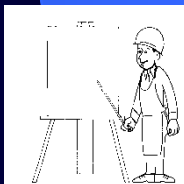
- Discuss the Occupational Health and Safety legislation
- Define “Internal Responsibility System”
- Review SSRSB policy & program
- Proficient as “investigators” of occupational health & safety incidents
- Take charge in managing health and safety losses



Group Questions...

1. Do you have responsibility for safety as a Manager/Supervisor?
2. Do you know about hazards that could affect your employees at work?
3. Do you know what measures are in place to protect your employees?
4. Can your employees refuse work that they feel will endanger themselves or someone else?
5. Could you be fired for not following health and safety rules?
6. Are you legally responsible to make sure employees do their job safely?

SO...NO ONE'S GETTING
INJURED AT WORK, RIGHT?



THE TRUTH

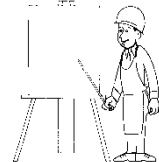
- WCB assessment rates for SSRSB are on average 5.2% worse than other school boards = approximately \$24,000 annually
- SSRSB is either 2nd or 3rd worse in WCB costs out of the 8 school boards.
- Over \$700,000 in injury costs have been paid out in the last 4 years.
- There is a potential of saving up to \$170,000 annually.



GET READY FOR THE REAL EXCITING STUFF!!!



(don't worry, there's handouts!)





...there otta be a law!

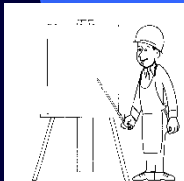
1. Occupational Health and Safety Act

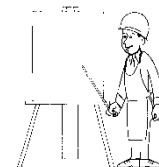
2. Regulations:

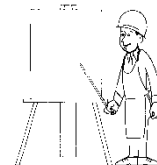
- Occupational Safety General Regulations
 - Personal Protective Equipment, Ventilation, Sanitation, Accommodation, Lighting, Material Handling & Storage, Lockout, Hoists, Mobile Equipment, Mechanical, Tools, Welding, Electrical, Confined Spaces, Premises, Constuction, Demolition, Excavations, Trenches
- Workplace Safety General Regulations *NEW*
 - Fall Protection, Scaffolds and Other Elevated Work Platforms
- WHMIS
- First Aid
- Violence in the Workplace
- Administrative Penalties

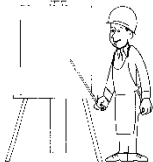
3. Codes of Practices & Guidelines

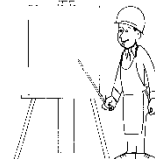
- Asbestos, Preventing Workplace Violence , Heat Stress Guidelines, MSDS User Guide













PHILOSOPHY OF OHS ACT

Internal Responsibility System

- Foundation of the OHS Act
- Based on the principal that everyone that affects a workplace shares responsibility for health and safety
- That it is our primary responsibility
- To the extent of their authority and ability
- It means you cannot not turn a blind eye, and say “I am not responsible for safety”



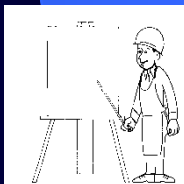
A LEGAL LOOK

STRICT LIABILITY

- Proof of intentional wrongdoing need not be established.
- Only that prohibited act took place.

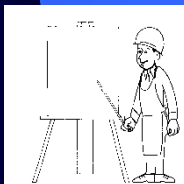
DEFENSE

- Due diligence is a defense proving that all reasonable care was taken to what could have or should have been done.



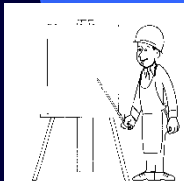
Due Diligence

- Level of judgment, care, prudence, determination, and activity
- Actions before an event occurs, not after
- All reasonable precautions
- For an employer: this means implementing a plan to identify possible workplace hazards and carry out the appropriate corrective action to prevent accidents or injuries



Occupational Health and Safety Policy

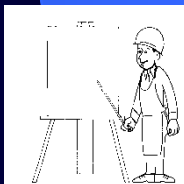
- Requirement if 5 or more employees
- Shows commitment to health and safety and that the Employer will co-operate with Employees in striving to meet the goal of a healthier workplace
- Must also state the responsibilities of the Employer and Employees in creating and maintaining a safer and healthier workplace



SSRSB OHS Policy - 2014

Umbrella statement of SSRSB's:

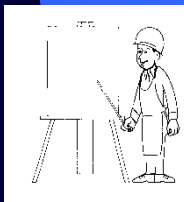
- belief toward OHS
- commitment to OHS
- sharing of responsibilities
- recognition of violence as a hazard
- commitment to minimize and eliminate the risk of violence



SSRSB OHS Policy - 2014

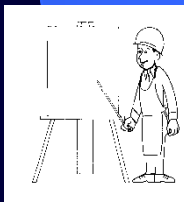
Accompanying Administrative Procedure:

Establishes responsibility and
authority for the employer,
Supervisors, Principals, Managers,
Team Leaders, and Employees



Occupational Health and Safety Program

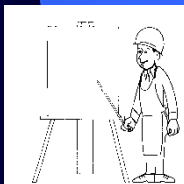
- Requirement if 20 or more employees
- Written OHS program
- Adapted to the circumstances of the organization
- Purpose to implement the employer's policy, Act, Regulations



Occupational Health and Safety Program

Program shall include:

- Training and supervision of employees in OHS matters
- Written work procedures relative to health and safety
- Establishment of Joint Occupational Health and Safety Committees (JOHSC)/Representative where required
- Hazard identification program
- System for OHS monitoring, prompt follow-up and control of hazards
- Program for incident investigations
- Maintenance of records and statistics
- Means of monitoring the implementation and effectiveness of the program.





"With all these lectures and safety manuals, I'm about ready for a trip to where I can lie down and forget about all these rules and regulations!"

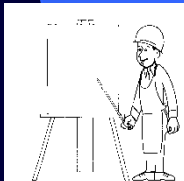
Incident Investigations

INTENT

- Determine the cause or causes
- Identify any unsafe conditions or acts
- Recommend corrective action to prevent future incidents

NOT

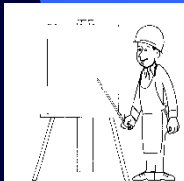
- To place blame on employees or management
- Satisfy insurances – SIP, WCB
- Mere completion of paperwork or CYA



Incident Investigations

WHO SHOULD INVESTIGATE?

- Ideally, someone with knowledge in investigations with understanding of the work, procedures, people involved.
- Employers mostly expect Supervisors to lead investigations, with others assisting.
- Supervisors is most likely to understand the circumstances and can usually take immediate corrective action.
- JOHS Committee/Reps are to participate; at a minimum as a review and consultation on corrective actions



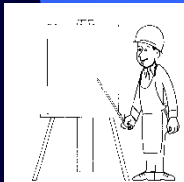
Incident Investigations

“ACCIDENT” VERSUS “INCIDENT”

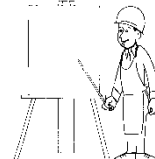
ACCIDENT – Mindset is that it could not have been prevented: “He’s just an accident waiting to happen” or “It was just an accident”

INCIDENT – Is an unplanned, undesired event that causes injury, illness or property damage, but does not mean unable to prevent

NEAR MISS – An incident that could have resulted in injury, illness or property damage – a close call! ~ Opportunity knocking! ~



Incident Investigations

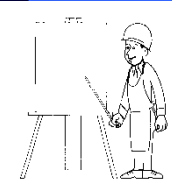


Incident Investigations

A STEP-BY-STEP PROCESS (almost...)



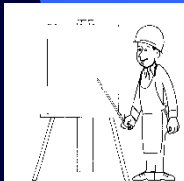
1. Initial Response – Report, Control, Preserve, First Aid
2. Gathering Facts – Material, Environment, Personnel, Management, Task
3. Analyze Data – Domino Model
4. Call to Action – Solutions, Improvements



Incident Investigations

INITIAL RESPONSE

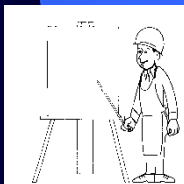
- Providing medical care
- Securing the scene
- Eliminating hazards
- Protecting any evidence
- Reporting as needed



Incident Investigations

GATHERING FACTS

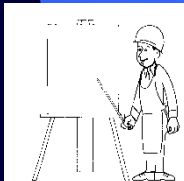
- Take notes!
- Finding out what happened – injured, witnesses
- Interviews as soon as possible – do not interrupt medical care
- Discussions separately
- Put people at ease, re-assure about the process
- Ask open-ended questions: What did you see? What happened?
- Do not make suggestions
- Be careful not to lead questions “Was the driver wreckless...versus....How would you describe the driving? |
- Summarize and ask for comments on prevention



Incident Investigations

GATHERING EVIDENCE

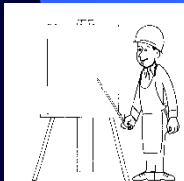
- Examine the scene
- Look for things to help you understand what happened – dents, cracks, damages, tracks, spills, leaks, parts
- Diagram the scene – use paper to document the location of equipment, parts, spills, persons, etc
- Take photos (or ask others to) – items, scene, prior to clean-ups,



Incident Investigations

REVIEW DOCUMENTATION

- Training records – appropriateness, valid
- Equipment records – maintenance, instruction manuals
- Investigation records – similar incidents
- Inspections – any issues from inspections
- Regulations, standards, procedures – compliance issues

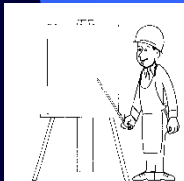


Incident Investigations

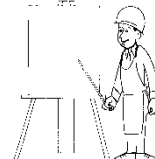
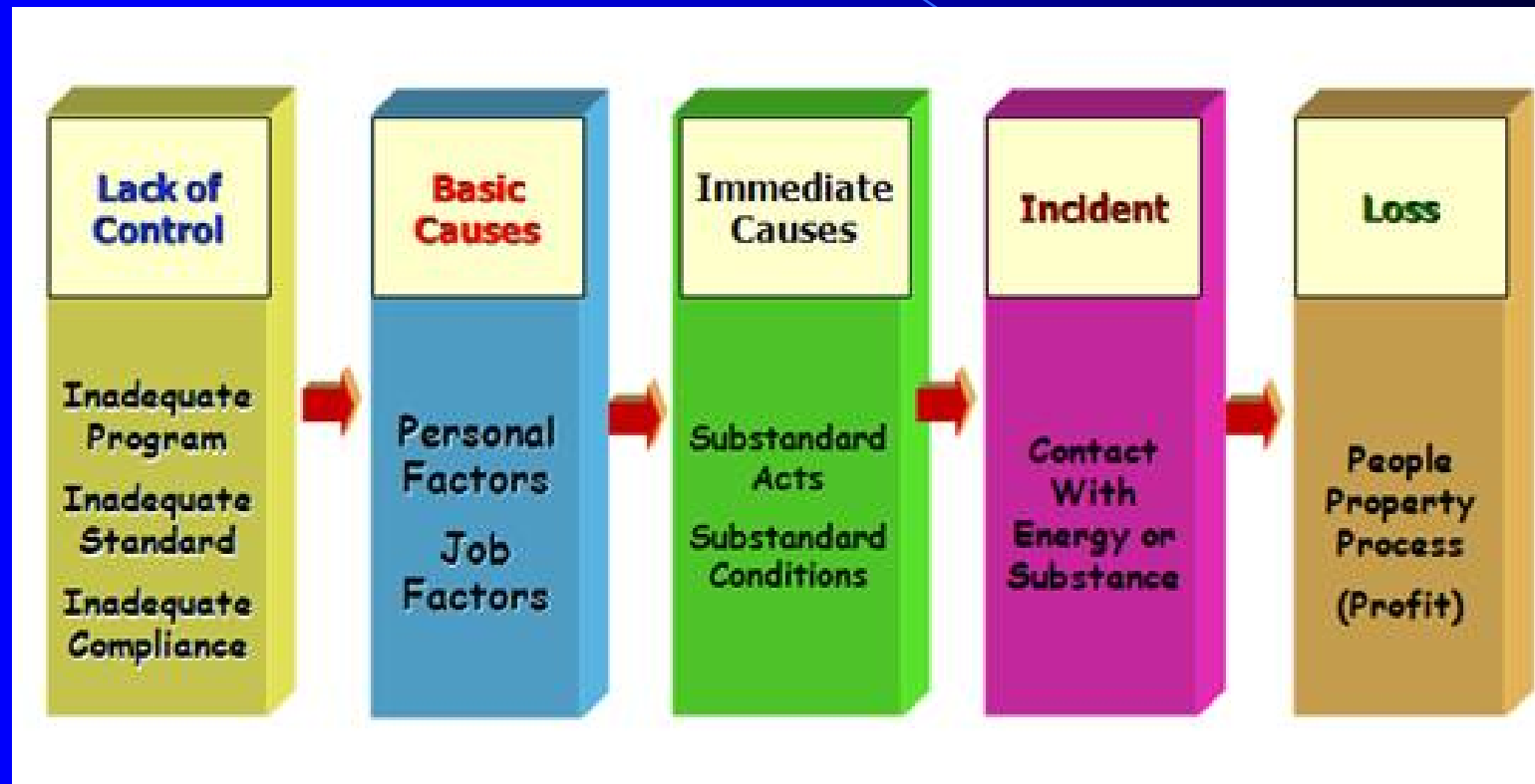


ANALYZING THE DATA - Getting to the Roots!

- Look for HOW this happened
(indirect causes and contributing factors):
 - environment (noise, odors, lighting, temperature, weather),
 - human factors (not only the injured person),
 - design (workplace layout, tools, equipment),
 - systems and procedures (inappropriate or lack of, or training)
- Ask WHY did this happen
(Dig deeper into contributing factors)
 - Employee behaviour – WHY did they act this way?
 - Defective machine – WHY not fixed?
 - Poor lighting – WHY not addressed before?
 - No training – WHY not?



Incident Investigations



Incident Investigations

PREPARE THE REPORT!

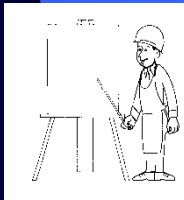
- Be objective, not opinionated
- Isolate facts from fiction or speculation
- Put your emotions aside, do not judge (or roll your eyes)
- Never assume things
- Do not fingerpoint
- Rarely is the only a single cause
- The most important result is the preventative actions!



Incident Investigations

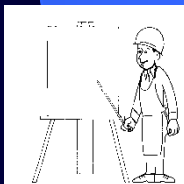
WHEN AN ORGANIZATION RESPONDS SWIFTLY AND POSITIVELY TO AN INCIDENT, THOSE ACTIONS RE-AFFIRM IT'S COMMITMENT TO THE SAFETY AND WELL BEING OF PEOPLE.

**REMEMBER SSRSB'S BELIEF STATEMENT:
"SCHOOL COMMUNITIES MUST BE SAFE"**



Reviewing Objectives

- Discuss the Occupational Health and Safety legislation
- Define “Internal Responsibility System”
- Review SSRSB policy & program
- Proficient as “investigators” of occupational health & safety incidents
- Take charge in managing health and safety losses



Questions?

