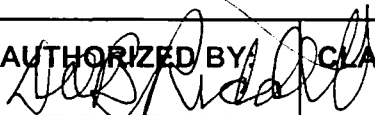


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY:		NUMBER: S-11
ACCIDENT INVESTIGATION REPORTS		Page 1 of 1
PREPARED BY: PP&CPSD	AUTHORIZED BY:  D.B.V. Riddell	CLASSIFICATION: Safety Procedure
		EFFECTIVE: December 1, 2004
		SUPERSEDES: November 24, 1983

An "accident investigation report" must be completed by Supervisors whose employees have been 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 the Payroll Office as soon as possible, but within three days 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 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 Caretaking Supervisors must be submitted to the Manager and Assistant Manager first, and then to the Payroll Office, Services Building.

Accident Investigation Reports completed by Trades Supervisors will be submitted to the Payroll Office.

All **Accident Investigation Reports** will be routed to Occupational Health and Safety, Staff Health and Department Manager by the Payroll Office.

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