



Western

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 conducts 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***