



Procedure Name	Number of Pages	Date(s) of Amendment
Workplace Incident/Accident Reporting and Investigation	1 of 2	
Cross Reference		
Health and Safety Policy		
Workplace Injury and Illness Policy		
Guide to Completing the Incident/Accident Investigation Report		
Related Forms		
Incident/Accident Investigation Report		

Procedure

1. All workplace accidents have the potential to result in losses including personal injury, or property/equipment damage. The Ottawa Student Transportation Authority (OSTA) will take action to determine the causes of these events and take corrective actions to prevent their recurrence.
2. To facilitate this action all employees are required to immediately report to their supervisor or a supervisor on duty all workplace incidents that result in personal injury, or equipment/property damage.
3. The supervisor will determine if the incident is a critical injury as defined by Regulation 834 under the Occupational Health and Safety Act (OHSA). If so, the supervisor will immediately notify the General Manager who will report the critical injury as outlined in section 52 of the OHSA.
4. A critical injury is defined in Regulation 834 as an injury that is serious in nature that:
 - a) places life in jeopardy;
 - b) produces unconsciousness;
 - c) results in a substantial loss of blood;
 - d) involves the fracture of a leg or arm, but not a finger or toe;
 - e) involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
 - f) consists of burns to a major portion of the body; or

g) causes the loss of sight in an eye.

5. The General Manager will follow the OHSA and Regulations for Industrial Establishments in reporting all critical injuries to any person in an OSTA workplace.
6. The supervisor will conduct an investigation into all workplace incidents that result in personal injury, or equipment/property damage. The Incident/Accident Investigation Report and the Guide to Completing the Incident/Accident Investigation Report will be utilized to conduct these investigations. The report will be provided to the General Manager or her/his designate within one business day of the supervisor learning of the incident.
7. OSTA will make all reasonable efforts to implement any recommended corrective actions made as a result of these investigations.
8. A copy of these investigation reports will be provided to the Joint Occupational Health and Safety Committee within four days of the occurrence ensuring personal information including addresses, home phone numbers, and SIN is removed from the report.
9. The Joint Occupational Health and Safety Committee will discuss these workplace incidents and their resulting investigations to determine if there are additional recommendations it would like to make to the General Manager that will prevent recurrences.
10. OSTA will maintain a file of investigation reports for a period of five years and insert copies into any WSIB files resulting from incidents.