

**POLICY NUMBER: POL-54**

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**Chapter:**  
**WORKPLACE SAFETY AND PREVENTION**

**Subject:**  
**ACCIDENT INVESTIGATION**

**Effective Date:**  
**May 20, 1999**

**Last Update:**  
**April 13, 2017**

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**PURPOSE STATEMENT**

The purpose of this policy is to outline the rationale and criteria for the investigation of a workplace accident, including reporting and documentation requirements.

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**REFERENCE:**

*Occupational Health and Safety Act* R.S.P.E.I. 1988, Cap. 0-1.01, Sections 5(1), 5(2), 36, 37  
Workers Compensation Board Policy POL-50, "Federal/Provincial Jurisdiction"

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**DEFINITION:**

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**POLICY:**

1. Occupational Health and Safety Officers (Officers) conduct accident investigations to:
    - determine the causes and contributing factors of the accident;
    - identify violations of the *Occupational Health and Safety Act* and Regulations;  
and
    - determine corrective actions and preventative measures.
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2. Accidents that must be investigated by an Officer include:
  - all accidents that result in a worker being seriously injured in a manner which causes or may cause a fatality which occurs at a workplace as defined by the *Occupational Health and Safety Act*;
  - all serious workplace accidents that an employer is required to report pursuant to the *Occupational Health and Safety Act*; and
  - any other accident deemed necessary by the Workers Compensation Board.
  
3. Officers do not investigate accidents which occur on workplaces under federal jurisdiction as outlined in Workers Compensation Board policy, POL-50, "Federal/ Provincial Jurisdiction."

In situations where jurisdiction is unclear, an Officer will respond. If it is determined the accident falls under federal jurisdiction, the investigation will be turned over to federal jurisdiction.

### **Accident Reporting**

4. Where an accident occurs in the workplace which results in a worker fatality or a worker suffers a loss of limb, unconsciousness, substantial loss of blood, a fracture, an amputation of a leg, arm, hand, or foot, a burn to a major portion of the body, or the loss of sight in an eye, the employer shall advise the Director of Occupational Health and Safety (Director), in writing, within 24 hours of the accident.

Where an accident is reported, the employer shall notify the joint occupational health and safety committee, where one exists, or the occupational health and safety representative, if any.

5. Except as otherwise directed by an Officer, no person shall disturb the scene of an accident that results in a serious injury or a fatality except to the extent it is necessary to:
  - attend to persons injured or killed;
  - prevent further injuries; or
  - protect property that is endangered as a result of the accident.

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6. An employer shall, whether or not a person has been injured, provide the Director with a written report of all accidental explosions.

**Documentation Requirements**

7. The Officer shall document all violations or concerns observed during an accident investigation.
  8. The Workers Compensation Board shall maintain documentation related to all accident investigations.
  9. The Workers Compensation Board will take the necessary steps needed to address the findings obtained during the accident investigation.
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**HISTORY:**

April 13, 2017 - Non-substantive changes. Reviewed by Director and CEO; no other revisions required.

February 13, 2013 - The policy was reviewed as a result of the 60 month policy review process. No substantive changes were made to the policy during this review.

December 14, 2006 - The policy was updated as a result of the 60 month policy review process.

May 24, 2000 - Amended format.

Board of Directors Approval Date: May 20, 1999.