

How to Report an ACCIDENT



Responsibility:

- ▶ Injured Person
- ▶ Supervisor
- ▶ Committee Representative

Injured Person:

Notify Supervisor. If a hazard is present notify Facilities Management at 2444.

Fill out form 67: to find the form go to H&S web site and click on WORKSAFENB.

When completed send it to Human Resources.

This should be done within three days.



Supervisor:

To Inform HR about the incident.

Remind the injured person about their responsibility.

May be required to meet with the Committee investigators.



Committee Representative:

Respond to the accident:

A – the accident scene

B – the visuals (take pictures)

C – the witnesses (interviews)

Conduct the investigation; Find the basic cause, witnesses, talk to the injured person.

Complete the Accident/Incident Report posted on the shared drive and provide the injured person with internal Workplace Accident Investigation Form.

Provide analysis, conclusions and recommendation to FM in order to address the issue. Present Report to H&S Committee.

Both Forms: Workplace Accident Investigation Form & Accident/Incident Report should be sent to Human Resources and Facilities Management Director.

