

Title: **Accident Investigation and the Supervisor Accident Investigation Report (S.A.I.R.)**

Adopted: September 3, 1991

Effective: September 3, 1991

Amended/Reviewed: April 7, 2026

This Procedure must be interpreted, applied and implemented in ways that uphold indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discriminatory barriers.

1.0 RATIONALE

An effective accident investigation, record keeping and reporting system is essential to facilitate the identification of health and safety hazards, enable the design and provision of preventative measures, and determine overall safety program priorities. An accident that is purposefully and efficiently investigated allows for prompt remedial action and is proactive as it leads to establishing preventative measures that reduce the opportunity for accidents.

This procedure outlines immediate Supervisor actions required when an employee is injured. These actions will assist with determining why the accident happened and, if necessary, provide actions needed to modify work conditions and procedures to prevent future injury/injuries.

This Procedure complies with applicable Legislation and Standards, including the Ontario Occupational Health and Safety Act.

2.0 DEFINITIONS

2.1 Accident: An undesired event that results in physical harm and/or illness to a person or damage to material plant, buildings and/or the environment.

2.2 Accident Investigation: A process that examines the facts of an accident through inquiry and observation, including an analysis to establish the causes of the accident and the proactive measures that must be adopted to prevent recurrence.

2.3 Supervisor: Under the Occupational Health and Safety Act, the supervisor is defined as “a person who has charge of the workplace or authority over a worker.” For the purposes of accident investigation in the DDSB, a supervisor is defined as:

- Superintendents

- System Leads
- Principals and/or Vice-Principals
- Senior Managers/Managers/Assistant Managers
- Supervisors

2.4 Critical Injury: Under the Occupational Health and Safety Act, is defined as an injury of serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in a substantial loss of blood
- Involves the fracture of a leg, arm, but not a finger or toe
- Involves amputation of leg, arm, hand or foot but not a finger or toe
- Burns to a major portion of the body
- Causes the loss of sight in one eye

3.0 RESPONSIBILITY

3.1 Health and Safety

The Health and Safety Department is responsible for the review, update and monitoring of this Procedure to ensure it meets the minimum standards and legislative requirements. The Health and Safety Department will communicate any updates and revisions.

3.2 Supervisors

It is the responsibility of all supervisors to ensure that their staff (direct reports) are aware that all accidents must be reported to them immediately. Supervisors, as defined in this Procedure, are responsible for the investigation and follow up of all accidents related to staff directly under their supervision.

3.3 Employees

All employees are responsible for the prompt (same day) reporting of all accidents to their supervisor.

4.0 APPLICATION AND SCOPE

This procedure applies to all DDSB employees and supervisors with specific responsibilities for staff as defined within the procedure.

5.0 PROCEDURES

5.1 Supervisor Investigation: Upon receiving a communication/statement of an incident from the employee, they must immediately, on the day they become aware of the incident:

- Ensure the injured employee has received proper first aid
- Ensure to obtain essential information from the injured employee to complete the Supervisor Accident Report through the Board's Online reporting form. If the employee is not available, submit the form with as much information as possible at that time.
- If it is deemed the accident is a critical injury, immediately notify Health and Safety and secure the scene (when possible). Do not interfere or remove any equipment, item or wreckage connected to the incident. Take notes, witness statements and photographs. Check for camera footage if applicable.
- If a death has occurred in the workplace, immediately notify Superintendent and Health and Safety. Secure the scene. Do not interfere or remove any equipment, item or wreckage connected to the incident. Take notes, witness statements and photographs. Check for camera footage if applicable.
- Investigate all details of how the incident took place (document the reason, the why, the how, the what and where)
- Identify corrective actions/steps to prevent recurrence. Consult with Health and Safety for guidance, when additional assistance is needed
- Complete the Supervisor's Accident Report through the Board's Online Form. This informs Health and Safety and Ability Management that an injury to an employee has occurred. Failure to report/submit the Supervisor Accident Report through the Board's Online form will result in a monetary WSIB (Workplace Safety Insurance Board) penalty to the school/department
- Advise the employee who had an injury that modified work is available, and the school can place interim measures to support a return to work. This will support the Ability Management department with return to work services. The Ability Management department will support the employee and school/department in returning to work.
- Advise the employee to report any changes to the injury and/or treatment to the Ability Management department.
- Contact Ability Management if necessary to provide guidance for return to work and modified work

5.2 Supervisor Responsibility after Investigation: In collaboration with Ability Management, if accommodation and/or modifications are required to assist the employee in their return to work, work alongside the employee to support these accommodations and/or modifications.

5.3 Records Management:

All records related to accident reporting and investigations shall be managed by Health and Safety and Abilities Management in accordance with the Board's Records and Information Management (RIM) Procedure and the Records Retention and Classification Schedule (RRCS).

6.0 REFERENCE DOCUMENTS:

Ontario Occupational Health and Safety Act