Employment and Social Development Canada / Emploi et Développement social Canada

PROTECTED B WHEN COMPLTETED

SCHEDULE 1
(section 15.8)

HAZARDOUS OCCURRENCE INVESTIGATION REPORT

1. Type of Occurrence

- ☐ Explosion
- ☐ Loss of Consciousness
- ☐ Disabling Injury
- ☐ Emergency Procedure
- ☐ Other _____ Specify

2. Department file number

Regional or District Office

Business number

3. Employer's name and mailing address (street, city, province, and postal code)

Telephone number (999) 999-9999

Site of hazardous occurrence

Date and time of hazardous occurrence

Weather (if applicable)

Witnesses

Supervisor's name

4. Description of what happened

Brief description of property damage and the estimated cost of repair

5. Injured or ill employee's name (if applicable) | Age | Gender | Occupation

Description of injury or illness

Years of experience in occupation

Direct cause of injury or illness

Was training in accident prevention given to the employee in relation to duties performed at the time of the hazardous occurrence?

◯ Yes ◯ No Specify

6. Direct causes of hazardous occurrence

7. Corrective measures that will be taken by the employer and their implementation date

Reasons for not taking corrective measures

Supplementary preventive measures

8. Investigator's contact information

Last Name	First Name	Telephone number (999) 999-9999
Title	E-Mail	

Signature of Contact person investigating — Date (YYYY-MM-DD)

9. Work place committee's or health and safety representative's comments

Work place committee member's or health and safety representative's information

Last Name	First Name	Telephone number (999) 999-9999
Title	E-Mail	

Signature of Work place committee's or health and safety representative's — Date (YYYY-MM-DD)

10. COPY 1 to the Head of Compliance and Enforcement, COPY 2 to the Work place Committee or Health and Safety Representative COPY 3 to the Employer

INSTRUCTIONS TO EMPLOYER ON THE COMPLETION OF THE HAZARDOUS OCCURRENCE INVESTIGATION REPORT

1. Type of occurrence

Part II of the Canada Labour Code stipulates in paragraph 125. (1)(c) that every employer has to investigate all hazardous occurrences. Part XV of the Canada Occupational Health and Safety Regulations (COHSR) defines which hazardous occurrences they must report electronically, written report (s. 15.8) or by telephone (s. 15.5).

2. Administrative data

These boxes are reserved for Labour Program use only.

3. Basic information

Give all information required, including weather if applicable.

4. Description of what happened

The description should be as precise as possible. It should answer the basic questions "who?, what?, when?, where? and why?" and give an accurate picture of the events leading up to the hazardous occurrence. It should attempt to objectively determine, without trying to blame anyone, each of the factors involved in the hazardous occurrence.

5. Information about the injured employee

This section provides information about the injured employee and the nature of the injury.

The investigation should pinpoint the distinction between the direct cause of the injury and the direct causes of the hazardous occurrence (covered by the following section). Take, for example, the case of an eye injury caused by a flying piece of metal: The injury happened because the piece of metal flew into the employee's eye. However, the occurrence as such, that is, the fact that a piece of metal flew out, came about as a result of various other factors which together produced the hazardous occurrence. The direct cause of the injury and the direct causes of the hazardous occurrence are not necessarily the same.

Finally, it is important to determine whether the injured employee had received any training on performing their duties safely, and if not, why not?

6. Direct causes of hazardous occurrence

This section should indicate all factors identified in the investigation as being direct causes of the hazardous occurrence. A thorough investigation will demonstrate that:

1) Hazardous occurrences never occur as a result of one factor only, but of several;
2) These factors are closely linked; and
3) These factors generally originate outside the employee themselves, and stem instead mainly from the work environment, the equipment, the organization or the task

7. Corrective measures and date employer will Implement

Corrective measures will be effective if they prevent a hazardous occurrence from recurring, that is, if they eliminate each of its direct causes. This demonstrates the importance of conducting a conclusive investigation that will obtain an accurate description of the hazardous occurrence and reveal a precise knowledge of its causes. Furthermore, it is essential to know the date the corrective measures will become effective and equally important to know why the employer has decided not to take any corrective measures, contrary to the requirements of Part II of the Code and paragraph 15.4(1)(c) of the COHSR.

Finally, the employer can also take additional measures as part of a more general accident prevention program.

8. Information about the investigation

The person making the investigation prints their name and title, then attests the validity of the information submitted with their signature in the appropriate box. They must also give the date of the investigation to show whether it was carried out (and the report sent) within fourteen days as indicated in subsection 15.8(2) of the COHSR.

9. Health and Safety Committee's or representative's comments

The work place committee or health and safety representative, who participates in the investigation by virtue of the authority vested in them under paragraph(s) 135(7)(e) or, 136(5)(g) of Part II, records their comments on the hazardous occurrence, investigation, corrective measures or other related facts if appropriate. They then attests the validity of the information submitted with their signature in the appropriate box. The Health and Safety Committee or representative dates the report.

10. Circulation of the report

The employer sends one copy of the report to the Head of Compliance and Enforcement within fourteen days of the hazardous occurrence, sends one copy to the work place committee or health and safety representative. The employer also keeps one copy of the report.