

Investigations

The Occupational Health and Safety Regulation defines an incident as “an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.”

Incidents include the following:

- Accidents in which a worker is killed
- Accidents in which a worker is injured and requires medical treatment
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses—no injury or damage, but the incident could have resulted in a serious injury, death, or property damage

Employers must investigate any workplace incident that meets any of the criteria above. Where possible, investigations should involve both worker and employer representatives and members of the joint committee.

An incident investigation report must include the following information:

- The place, date, and time of the incident
- The names and job titles of persons injured in the incident
- The names of any witnesses
- A brief description of the incident and the sequence of events that led up to the incident
- Identification of any unsafe conditions, acts, or procedures that contributed to the incident
- Recommended corrective actions to prevent similar incidents
- The names of persons who investigated the incident

Employers must immediately report the following serious incidents to WorkSafeBC:

- A fatality or serious injury of a worker
- A major release of a hazardous substance
- A major structural failure or collapse of a building, hoist, or temporary construction support

In the OHS Regulation

- Section 3.3, Contents of Program
- Section 3.4, Incident Investigation Reports

Resources

Available from
WorkSafeBC.com/Forms

- Form 52E40: Incident investigation report
- Form 6A: Worker's report of injury or occupational disease to employer
- Form 7: Employer's report of injury or occupational disease
- Form 7 reference guide

Available from
WorkSafeBC.com/Publications

- *How to Implement a Formal Occupational Health and Safety Program* (BK14)



Safety is everyone's responsibility!

WorkSafeBC Prevention Information Line: 604 276-3100 • Toll-free: 1 888 621-SAFE (7233)

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