



## **A Guide to Incident Investigation**

Use this guide in conjunction with the requirements of the Workers Compensation Act (WCA), Part 3 Division 10, [Workers Compensation Act](#) and the Occupational Health and Safety Regulations (OHS Regulation), section 3.4. [OHS Regulations Section 3](#)

### **When is an investigation required?**

Employers are required to immediately undertake an investigation into any accident or other incident that:

- Is required to be reported under section 172 of the Workers Compensation Act, or
- Resulted in injury requiring medical treatment, or
- Did not involve injury to a worker or involve a minor injury that did not require medical treatment but had the potential for causing serious injury, or
- Was an incident required by regulation to be investigated

### **Who should conduct the investigation?**

- Incidents must be investigated by people knowledgeable about the type of work involved at the time of the incident
- If reasonably available, investigations must be carried out with the participation of one employer representative and one worker representative

### **What is the purpose of an investigation?**

The purpose of an investigation is to determine the cause or causes of the incident, to identify any unsafe conditions, acts, or procedures that contributed to the incident, and to recommend corrective action to prevent similar incidents.

### **Who receives copies of the report?**

Incident investigation reports required by the Workers Compensation Act must be provided to the joint health and safety committee or worker representative as applicable, and to WorkSafeBC.

### **What follow-up action is required after an incident investigation?**

After an investigation, the employer must without undue delay undertake any corrective action required to prevent recurrence of similar incidents and must prepare a report of the action taken. The report must be provided to the joint health and safety committee or worker representative as applicable. The follow-up report does not have to be provided to WorkSafeBC unless requested by a WorkSafeBC officer.

### What information should be included in the investigation report?

An incident investigation report should answer the WHO, WHERE, WHEN, WHAT, WHY and HOW questions with regard to the incident.

<b>WHO</b>	Employer, injured person(s), other person(s) involved in the incident, witnesses, and persons carrying out the investigation
<b>WHERE</b>	Place, location where incident occurred
<b>WHEN</b>	Date and time of the incident
<b>WHAT</b>	A brief description of the incident, including the sequence of events that preceded the incident
	<p><b><i>Before the incident occurred:</i></b></p> <ul style="list-style-type: none"><li>• What were the events that led up to the incident?</li><li>• What process(es) was / were occurring immediately prior to the incident?</li><li>• What was / were the worker(s) doing immediately prior to the incident?</li><li>• What was the last event before the incident occurred?</li></ul> <p><b><i>At the time of the incident:</i></b></p> <ul style="list-style-type: none"><li>• What happened at the time of the incident?</li><li>• What process(es) was / were occurring at the time of the incident?</li><li>• What was / were the worker(s) doing at the time of the incident?</li></ul>