



## Incident Reporting and Investigation Policy

Beacon Bible Camp requires all staff members, volunteers and contractors to immediately report to their supervisor all accidents, incidents, near misses, occupational illness and critical injuries. Supervisors will report the incident promptly to management to ensure that care is taken to manage the health and safety of all involved. These reporting chains are an important part of ensuring safety for campers, staff members, visitors, contractors and others.

In addition, the following reporting procedure must be invoked and followed per legislative requirements in the event of a serious illness or injury:

- The Board of Directors must be notified immediately of a critical injury or fatality by phone and provided with an incident report within 48 hours describing the circumstances of the incident.
- The Health and Safety representative must be notified of an incident, explosion or fire in writing within 4 days if an employee is disabled or requires medical attention.
- In all cases, the Executive Director and Health and Safety representative must be notified to prevent the repetition or recreation of incidents.

### Incident Investigation and Reporting Definitions

<b>Accident</b>	An unexpected, unplanned and undesirable event which does result in a loss of people, damage to property, loss to process, environmental occurrence or damage to reputation.
<b>Incident</b>	An event which could or does result in a loss of people, damage to property, loss to process environmental occurrence or damage to reputation.
<b>Critical Injury</b>	Defined as an injury of a serious nature that: <ul style="list-style-type: none"><li>• Places life in jeopardy</li><li>• Produces unconsciousness</li><li>• Results in substantial loss of blood</li><li>• Involves the fracture of a leg or arm but not a finger or toe</li><li>• Involves the amputation of a leg, arm, hand or foot but not a finger or toe</li><li>• Consists of burns to a major portion of the body</li><li>• Causes the loss of sight to an eye</li></ul>



<b>Near Miss</b>	An incident which, under slightly different conditions, could have resulted in harm to people, damage to property, loss to process environmental occurrence or damage to reputation.
<b>Occupational Illness</b>	A condition resulting from an employee's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the employee is impaired

## **Roles and Responsibilities in Incident Investigation and Reporting**

### **Cabin Leader, Program Staff, Cooks and Other Workers**

Beacon requires all staff to immediately report to their supervisor all accidents, incidents, near misses, occupational illness and critical injuries. This notification is done for the protection of the workers on site, and for workers to come. For an accident of a critical nature, this communication should be done in such a manner that does not lead to the possibility of confusion: the employee should speak directly to their supervisor (or the next available supervisor above them, should their direct supervisor be unavailable). Leaving a voicemail, text message or email are all unacceptable forms of reporting critical or life-threatening incidents or illnesses.

For potential hazards or near-misses, Beacon workers should use the Hazard Observation Form available in the Laundry Room of the kitchen, near the Health and Safety board. This form should be submitted to the camp office and will alert their supervisor and the required office staff of the need to investigate a potential hazard or incident.

### **Session Directors, Head Cooks and Other Supervisors**

Staff at Beacon who have a role that is supervisory in nature must investigate all incidents that involve their workers. Each incident will be investigated to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident. This includes completing an Incident/Near Miss Investigation Report, taking statements from witnesses, collecting any other pertinent information and ensuring the injured employee has received the necessary medical assistance. The supervisor is responsible for ensuring that all reports are transmitted to the Health and Safety representative at Beacon as described below.

### **Full-Time Staff, Board of Directors**

Beacon's full-time staff and board of directors take health and safety incidents and near-misses seriously. Any report that is received will be investigated in a timely fashion, with priority given to critical or life-threatening situations. In order to ensure safety at all times, management will:

- review the Incident/Near Miss Investigation Report within 24 hours
- act on any necessary action items deemed crucial by the reporting supervisors
- report the incident or near miss to the Board of Directors at the next meeting
- if applicable, follow up with the worker and the Ministry of Labour



## Incident Reporting and Investigation Procedure

All incidents are required to be immediately reported to the worker's supervisor. The supervisor will inform the Executive Director, and the Executive Director will assist as required. Incident investigations are to begin on the same day as the incident occurs. All information should be recorded in a clear, descriptive way. It is preferable that all staff use the Incident/Near Miss Investigation Report to ensure that the same information is recorded each time.

The phases of incident investigation are as follows:

1. Respond to the incident immediately and control the scene:
  - Report the incident immediately
  - Notifications must be made to both internal (supervisors, Executive Director, Board of Directors) and external contacts (police, hospital)
  - Secure the scene as to not contaminate evidence, unless for the purpose of saving life or relieving suffering, maintaining essential public utility service or a public transportation system or preventing unnecessary damage to equipment/property.
2. Ensure trained employees such as supervisors are held responsible and accountable for leading the investigation process
3. Collect relevant information regarding the incident (in the Incident/Near Miss Investigation Report) such as:
  - What appears to have happened?
  - What time did it happen?
  - Who was involved?
  - Who should be interviewed?
  - What materials or tools have malfunctioned?
  - What is the estimated cost?
4. Analyze data to determine causes:
  - Identify substandard acts and conditions,
  - Determine contributing personal factors and work/system factors
  - Determine the root cause of the incident based on contributing factors
5. Ensure corrective action is implemented in a timely manner:
  - Systems may need to be locked out immediately
  - Spills or leaks may require clean up
  - Workers may require first aid, medical treatment or assistance
  - Controls must be put into place until corrective action can be properly implemented
6. Review findings and recommendations:
  - Management must review the incident findings and corrective actions to ensure the correct steps were taken to remediate all risk factors
  - Management must sign off and close the incident.
7. Follow up processes must be conducted by the Health and Safety Officer, after the incident, to ensure the effectiveness of the corrective action and controls:



- It ensures that the intended actions were completed
- It ensures that the completed actions did not have an unexpected or undesired effect over time

## **Training/Communication**

This Incident Reporting and Investigation Policy will be trained and communicated to all workers during their initial workplace orientation. Staff who do not demonstrate a clear understanding of this policy will be re-trained. This policy will be reviewed annually, and any changes will be communicated to staff through additional annual staff training.

## **Supporting Documents**

For further clarification or discussion, the following documents may prove useful:

- Incident/Near Miss Investigation Report
- Hazard Observation Form

