

## GUIDE TO INVESTIGATING ACCIDENTS

- Once on site, the Investigating Team should take control of the situation and make the area safe.
- Using the Incident Summary Report, the Team will complete Part I – Particulars, Part II – Description of Incident.
- The Team will now have enough information to proceed with collecting physical evidence, pictures, sketches, measurements, eyewitness reports and any collection of samples, should there be any.
- Once evidence collected Part III – Evidence can be completed.
- The Team may break at this point to consider all factors before choosing to continue completing the forms. More information, research, thought, may be considered prior to finishing the report.
- A review of all the collected information should take place prior to filling out Part IV – Incident Causation.
- The Team may now be in a position to fill in Part V – Corrective Action and Part VI – Reviewing and Signing the Report.
- Once the summary report is complete, copies should be made and provided to the Workplace Safety and Health Division, Seven Oaks site Workplace Safety and Health Committee, Seven Oaks School Division Workplace Safety and Health Steering Committee, the Superintendent.