INDEX

A

Analysis of information collected. See under Incident investigation process

C

Canada Labour Code

• incident occurrences, reporting to Minister, 2

Case studies, 70-83. See also Training resources

Causes of incidents. See Incident

Collection of information. See under Incident investigation process

Corrective action and making recommendations. *See under* Incident investigation process

CSA model, 35-37

- accident information model diagram, 36
- analysis of deficiencies, 35
- CSA Technical Committee, new standard development, 35

F

Fault tree analysis, 59-61

I

Incident

- causes of, 30-32
- • multifactorial (modern) theories, 32-34, 39
- • causal factors, 33
- • single cause theories, 30-32, 39
- • "incident prone" theory, 30
- • "Act of God" theory, 30
- • domino theory, 31

- • Heinrich's theory, 31
- CSA standard on incident information, see CSA model
- defined, vii-viii, 27-28
- immediate action after serious injury or fatality, 1
- investigation, see Investigation of incident
- risk assessment matrix, 27, 29
- single cause theories, 30-32
- why do they happen?, 27

Incident Investigation Forms, 85

- incident information and analysis form, 87-95
- information about incident and injury form, 85-87
- sample forms for recommendations and implementation follow-up, 96-98

Incident investigation process, 51-67. See also Investigation of incident

- analysis of information collected, 58-65
- • identification of contributing factors, 59
- • identification of deficiencies (root causes), 59
- • Incident Investigation Form, 85
- • tools, 59-64
- • events and causal factors, 61-64
- • • example: chemical explosion, 62-63
- • fault tree analysis, 59-61
- • • complex example: storage area fire, 61
- ••• simple example: slip and fall, 60
- collection of information, 52-57
- • asking why, 53
- • background information, 53

- • basic information about injury/incident, 53
- • critical information to collect, 52-53
- • methods of collection, 56
- • witness interviews, 56-58
- communication, implementation, and follow-up, 67
- corrective actions and making recommendations, 64-66
- • criteria for recommendations, 65
- • hierarchy of control measures, 66
- example showing root causes (deficiencies), 54-55
- steps in process, 51-52

Introduction

- prevention-focussed, practical approach to investigations, vii, ix
- purpose of Guide, vii
- scope of Guide, viii-ix
- using this Guide, 42-43

Investigation of incident

- law and. See Law and incident investigation
- planning, 46-48
- • checklist for effective investigation policy, 47
- • sample incident investigation policy, 48
- • written policy and procedures statement, 46
- prevention-focussed, 39-41
- process. *See* Incident investigation process
- purpose of, xi
- quick response preparation, 49
- • investigation toolkits, 49
- setting objectives for, 45-46
- U.S. requirements. *See* U.S. incident investigation requirements
- who should investigate?, 49-50

• • investigation teams vs. line supervisor, 50

J

Joint health and safety committee, 2

T

Law and incident investigation

- checklist, legal compliance, 21
- collective bargaining agreements requirements, 1
- immediate action after incident, 1
- OH&S law duties and rights, 1, 12
- • roles of joint committees, 12-13
- • types of incidents to investigate, 12
- • workplace programs, 12
- • written investigation reports, 12
- reporting of incident, *see* Reporting of incident under the law
- responsibilities in Canadian jurisdictions, 14-20

M

Multifactorial (modern) theories, 32-34,

• causal factors, 33

 \mathbf{o}

OHS system diagram, x

P

Planning of incident investigation. See under Investigation of incident

R

Reporting of incident under the law

- annual reports of injuries/hazardous occurrences, 2
- Canada Labour Code, see Canada Labour Code
- joint health and safety committee, 2

- reporting requirements in Canadian jurisdictions, 3-11
- reporting to OH&S regulatory authority, 2

Risk assessment matrix, 27, 29

\mathbf{S}

Single cause theories, 30-32, 39

- "incident prone" theory, 30
- "Act of God" theory, 30
- domino theory, 31
- Heinrich's theory, 31

System of work, 37-38

• lack of harmony in, 38

T

Training resources, 69-83

- Case Study chronology of events, 77-83
- Case Study direct causes vs. contributing factors, 70-71
- Case Study incident investigation — interviewing, 72-77

U

U.S. incident investigation requirements

- Occupational Safety and Health Act (OSHA), 22
- OSHA incident reporting and investigating requirements, 24-25
- OSH standards, industry coverage, 22-23
- state OSH programs, 23-24