

Important
information

Contact the Workers' Safety and Compensation Board at any time to report a serious incident, injury or death at a workplace by calling the 24-hour reporting line at 867-667-5450 or toll free at 1-800-661-0443

The purpose of this resource is to provide information about reporting and investigating serious incidents and injuries at Yukon workplaces, as required by sections 57 and 58 of the *Workers' Safety and Compensation Act* (the Act).

Reporting

Requirement to report a serious incident or injury to the board

The prime contractor or, if there is no prime contractor, the employer is responsible for immediately reporting a serious incident or injury that occurs at a workplace to the Workers' Safety and Compensation Board (the board).

Incidents and injuries that must be reported

The following incidents and injuries must be reported **immediately** to the board:

- an incident that results in serious injury to or the death of a worker;
- an incident or injury that results in a worker's admission to a hospital as an inpatient;
- a major structural failure or collapse of a bridge, building, crane, excavation, hoist, mine, mining development, temporary construction support system, tower or any other like structure;
- a major release of a hazardous substance;
- an explosion or fire that has the potential to cause serious injury to or the death of a worker or other person;
- an incident, injury or death that is required to be reported by the regulations or by order of the board.

Information needed when reporting

When reporting a serious incident or injury you must provide:

- Your name and contact number
- The location/address of the incident/injury
- The date and time of the incident/injury
- The number of workers involved, and their names (if known)
- A brief description of the incident

Investigating

Protecting the incident scene

Except as otherwise directed by the board or a member of the RCMP, a person must not disturb or perform work at the scene of an serious incident, injury or death that is required to be reported, including the immediate area where the incident, injury or death occurred, or alter, move or remove equipment, documents or other information that may be related to the incident, injury or death, except so far as is necessary to

- (a) attend to persons injured or killed;
- (b) prevent further injuries; or
- (c) protect property that is endangered as a result of the incident.

Requirement to investigate

The prime contractor (if there is one) or the employer must conduct an investigation into the incident or injury. They must do the following:

- Investigate the circumstances surrounding the incident. Involve the workplace joint health and safety committee (JHSC) or worker health and safety representative, if there is one.
- Prepare a report outlining the circumstances of the incident and corrective actions taken, if any.
- Ensure a copy of the report is readily available and given to an officer of the board when requested.
- Provide a copy of the report to the JHSC or worker health and safety representative, if applicable. If there is no JHSC or worker health and safety representative, a copy must be made available to workers once the investigation is complete.
- Retain a copy of the report for future reference. Typically these reports are kept for at least two years.

The employer or prime contractor is required to complete their own independent investigation. The investigation is to assist in determining the causes of the incident so that measures can be put in place to reduce the likelihood that a similar incident will occur again.

For help completing the investigation report, see our Sample Injury or Incident Investigation Report Template at wcb.yk.ca/SII

Note: supervisors, JHSC members and workers' health and safety representatives must have training in conducting workplace investigations.

Northern Safety Network Yukon (NSNY) provides training in workplace investigations basics – ideal for workers who will be conducting investigations.

The role of the board

The board will contact the employer or prime contractor and may attend the workplace to conduct an inspection or their own investigation. A safety officer of the board has the authority to:

- collect information, including electronic documents that relate to the health and safety of workers, as well as statements from witnesses to the incident; and
- request documents, and seize or take samples of any substance, material, product, tool, appliance or equipment that was present at, involved in, or related to the incident.

Reporting an incident that results in an injury to a worker

The requirement to immediately report a serious injury or fatality is separate from the requirement to report injuries for claims purposes.

For incidents that result in an injury to a worker, refer to our website to learn about reporting requirements for employers and workers.

Reporting process summary



Tools

The flowchart on the following page outlines the process for reporting and investigating serious injuries or incidents at Yukon workplaces.

Reporting and Investigating Serious Incidents and Injuries at the Workplace

To be reported

- an incident that results in serious injury to or the death of a worker
- an incident or injury that results in a worker's admission to a hospital as an inpatient;
- a major structural failure or collapse of a bridge, building, crane, excavation, hoist, mine, mining development, temporary construction support system, tower or any other like structure;
- a major release of a hazardous substance;
- an explosion or fire that has the potential to cause serious injury to or the death of a worker or other person;
- an incident, injury or death that is required to be reported by the regulations or by order of the board.



Legal

(See the *Workers' Safety and Compensation Act*, section 57.)



Protect the scene

Unless directed otherwise by a board safety officer, or an RCMP officer, the employer must protect the scene of a serious incident or injury so that nothing is moved, removed or altered that could be related to the incident except as is necessary to assist an injured person and prevent further harm.



Report

Report a serious incident or injury immediately to the board:

1-867-667-5450 or 1-800-661-0443



Investigation

1. Carry out investigation.
2. Prepare report of injury or incident and corrective action(s) taken, if any, to prevent re-occurrence.
3. Keep copy of investigation report readily available and provide to a board safety officer on request.
4. Provide report to your JHSC or HS representative, if there is one. Otherwise provide report to workers.
5. Include all incidents and injuries in periodic analysis by JHSC. HS representative or/and the workers to identify trends.
6. Prime contractor or employer retains the report for at least two years.