

12 STEP ACCIDENT Checklist

2015

No one wants a critical injury at the workplace. Unfortunately accidents happen.

When they do, this 12 Step Accident Checklist will help guide you through the process.

For assistance with any Step, including information about compliance across Canada, contact the health and safety experts at Sherrard Kuzz LLP.

- 1. Provide Medical Assistance:** Call for or assist the worker with appropriate medical aid.
- 2. Preserve The Scene:** Other than to preserve life or prevent unnecessary damage to equipment or other property, do not move anything until the provincial labour regulator arrives or releases the scene.
- 3. Contact Your Lawyer:** Call a Sherrard Kuzz LLP team member or the **Sherrard Kuzz LLP 24 Hour Phone Line (416.420.0738)**. We'll help protect your organization.
- 4. Consider The Seriousness Of The Injury:** If the injury meets the province's definition of "critical" there may be notification, reporting and investigation requirements.
- 5. Notify:** If the injury triggers an obligation to *notify*, promptly contact the provincial labour regulator, workplace Joint Health and Safety Committee, and trade union (if applicable).
- 6. Report:** If the injury triggers an obligation to *report*, submit the report within the timeframe specified (e.g., 48 hours for Ontario), and provide a copy to the workplace Joint Health and Safety Committee.
- 7. Investigate:** If the injury triggers an obligation to *investigate*, or if an internal investigation is appropriate, this should be undertaken without unnecessary delay.
- 8. Collect Information:** Record the full name, telephone number and address of each witness and individual providing first aid. It may be important to reach these people in the future.
- 9. Protect The Investigation From Disclosure:** Steps should be taken to protect the results of an investigation from disclosure to a provincial labour regulator.
- 10. Co-operate:** Co-operation with a provincial labour inspector is required by law. However, employers have rights too – know what they are.
- 11. Obtain Independent Expert Advice:** Consider the benefit of retaining an expert to comment on conditions at the time of the accident (e.g., engineer, health and safety consultant, etc.).
- 12. Take Preventative Steps:** Consider undertaking a workplace health and safety audit to review policies, practices, training, and inspection schedules, etc. An Audit may enhance worker protection and reduce whatever penalty (if any) is ordered against the workplace and/or management.



Tel **416.603.0700**
24 Hour **416.420.0738**
www.sherrardkuzz.com