

Trent University Supervisor's Incident Investigation Report Form

(The Regulations for Industrial Establishments under the Occupational Health and Safety Act of Ontario, Section 5, Notice of Accidents, requires that additional information must be reported to that provided on the WSIB form. Supervisors are required to conduct a thorough investigation of incidents resulting in injuries or illness. This form is to be completed by the supervisor in addition to the WSIB Form 7 (should one be required). This form must be sent to Human Resources within 2 days of the incident.)

Name:	Date of Incident:
Job Title:	Location of Incident:
Department:	Supervisor:
Phone:	Phone:
WSIB Form 7 Completed: Y N	

Briefly describe the events leading to the incident or injury, what was being done at the time, describe the injury and what actually happened, and include a description of any equipment or machinery involved. Attach an additional page if necessary.						
Check one or more factors that may have contributed to the incident/injury:						
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Task Related:</td> <td style="width: 35%;">Hazardous procedure used</td> <td style="width: 50%;">• Inadequate Personal Protective Equipment</td> </tr> <tr> <td></td> <td>Improper position or posture</td> <td>Incorrect, defective or unavailable tools</td> </tr> </table>	Task Related:	Hazardous procedure used	• Inadequate Personal Protective Equipment		Improper position or posture	Incorrect, defective or unavailable tools
Task Related:	Hazardous procedure used	• Inadequate Personal Protective Equipment				
	Improper position or posture	Incorrect, defective or unavailable tools				
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Material/Equip:</td> <td style="width: 35%;">Inadequate guarding</td> <td style="width: 50%;">Inadequate labeling</td> </tr> <tr> <td></td> <td>Unsafe design or construction</td> <td>Inadequate lockout/tagout</td> </tr> </table>	Material/Equip:	Inadequate guarding	Inadequate labeling		Unsafe design or construction	Inadequate lockout/tagout
Material/Equip:	Inadequate guarding	Inadequate labeling				
	Unsafe design or construction	Inadequate lockout/tagout				
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Environment:</td> <td style="width: 35%;">Poor weather conditions</td> <td style="width: 50%;">Inadequate lighting/ventilation</td> </tr> <tr> <td></td> <td>Poor housekeeping</td> <td>Poor workstation layout</td> </tr> </table>	Environment:	Poor weather conditions	Inadequate lighting/ventilation		Poor housekeeping	Poor workstation layout
Environment:	Poor weather conditions	Inadequate lighting/ventilation				
	Poor housekeeping	Poor workstation layout				
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Personal:</td> <td style="width: 35%;">Inexperience of person</td> <td style="width: 50%;">Lack of training</td> </tr> <tr> <td></td> <td>Unusual stress</td> <td>Operating without authority</td> </tr> </table>	Personal:	Inexperience of person	Lack of training		Unusual stress	Operating without authority
Personal:	Inexperience of person	Lack of training				
	Unusual stress	Operating without authority				
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Organization:</td> <td style="width: 35%;">Inadequate maintenance</td> <td style="width: 50%;">Lack of safety procedures</td> </tr> <tr> <td></td> <td>Lack of safety inspection</td> <td>• Inadequate supervision</td> </tr> </table>	Organization:	Inadequate maintenance	Lack of safety procedures		Lack of safety inspection	• Inadequate supervision
Organization:	Inadequate maintenance	Lack of safety procedures				
	Lack of safety inspection	• Inadequate supervision				
Other: (explain)						

Briefly describe the action taken to investigate the incident and the steps taken to prevent a recurrence.

Check one or more actions taken or planned to prevent a recurrence:

To repair or replace tool or equipment	To improve personal protective equipment
To install guard or safety device	To provide, update, or develop training
To revise or develop a procedure	To provide closer supervision
To improve preventative maintenance program	To request an ergonomic assessment
To improve or increase inspections	To improve housekeeping
To contact supervisor for assistance	To contact EHS for assistance
To contact supplier/manufacturer for assistance	To contact Physical Resources for assistance
To contact HR for assistance (discipline)	Other (explain)

Probable Recurrence Rate

<input checked="" type="radio"/> Frequent	<input checked="" type="radio"/> Occasional	<input checked="" type="radio"/> Rare
---	---	---------------------------------------

Investigated by Supervisor (name and signature)	Reviewed by Department Head (name and signature)
Date:	Date:

Send the form within 48 hours of the incident to: Human Resources Office
 Trent University, Blackburn Hall rm 116
 Fax: 705-748-1276
 Email: humanresources@trentu.ca