



TIPS ON ACCIDENT/INCIDENT REPORTING

Accident Reporting Why?

Obligation to report Health Care or Lost time under Section 21 of Workplace Safety and Insurance Act within 3 days after learning of the accident, the organization (i.e. the department) can be fined

Obligation under Section 51, 52 of Occupational Health and Safety Act

Critical injuries are to be reported immediately to Western Health & Safety

GOAL: Clear and concise record of information of what happened

Information Gathering

Who conducts the investigation and fills out the AIR form?

Employer = Supervisor

What Questions do you need to Ask?