

Accident Investigation & Reporting Policy Language



Here's a model policy explaining what to list in an accident report. This should be part of a larger policy that explains when accidents must be reported, to whom accident reports should be sent and how long after accidents occur reports must be filed. Make sure your accident reporting policy follows the requirements of your province or territory's (or federal) OHS laws. This is especially important when it comes to listing what information to list in the accident report.

1. **Filing of OHS Accident Report**

ABC Company shall prepare a written accident report after the occurrence of an accident/incident which involves [list the circumstances which trigger the need for an accident report under your province's OHS law, e.g., fatality, serious personal injury or the collapse of a structure] for submission to the [*list name of government agency*]. This accident report, which we'll call the "OHS Accident Report," is for OHS reporting requirements only. It is distinct from and should not be confused with the ABC Company internal accident report or the accident report required to be submitted to the Workers' Compensation Board.

2. **Content of Accident Report**

The OHS Accident Report shall include the information and only the information required by OHS regulations or the official report form. If there are no such specific regulatory

requirements or a standard report form, list ONLY the following information in the OHS Accident Report:

- The names and workplace positions of all persons who were killed, harmed, injured, disabled or hurt in the accident;
- The date, time and place of the accident;
- The names and contact information of any witnesses;
- The names of persons who conducted the investigation; and
- A brief description of the accident.

If the cause of the accident is unknown, specify this in the OHS Accident Report.

Do Not list any theories or speculations regarding the cause or blame in the OHS Accident Report.

Do Not list any other information except that stated above in the OHS Accident Report.

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