

# OHS INCIDENT INVESTIGATIONS

## BEFORE AN INCIDENT – CHECKLIST

Even before an OHS incident investigation is required, a BCNU Joint Occupational Health and Safety Committee (JOHSC) worker representative can take many actions to prepare. Ensuring there are well-trained and prepared individuals on the investigation team is a crucial step in promoting effective incident investigations at your workplace.

Here are some actions a BCNU JOHSC worker representative can take before an incident investigation is required:

**Become familiar with OHS incident investigations language** in the [BC Workers Compensation Act](#), [OHS Regulation](#) and your [collective agreement](#).

**Create an investigation kit** with items needed during an investigation. For example:

- Notebook
- Pen
- Camera\*
- Flashlight
- Voice recorder\*
- Measuring device
- Medical gloves
- Copy of the health and safety regulations

*\* Permission is required prior to taking photos, videos or audio recordings*

**Review the workplace JOHSC Terms of Reference** to confirm it includes the process for JOHSC worker representative involvement in the workplace incident investigation process. Shift worker availability should be considered and planned for by the committee.

**Schedule regular check ins** with other BCNU worker representatives on the workplace JOHSC (if applicable) to discuss incident investigation process and how the work will be divided.

**Contact the employer** to establish a process identifying how BCNU JOHSC worker representatives will be released from duties to participate in future incident investigations and how their work will be reassigned during this time.

**BCNU JOHSC worker representatives should introduce themselves to members** at their site and let members know that their BCNU JOHSC worker representative must participate in OHS incident investigations involving BCNU members.

**Learn about OHS incident investigation training opportunities** through the employer, BCNU and external agencies (e.g. [BC Fed Health and Safety Center](#)).

**PRO TIP:** Nurses Bargaining Association (NBA) JOHSC worker representatives are supported by collective agreement language to participate in all OHS incident investigations that involve NBA members. Please contact a BCNU steward if collective agreement language is not upheld.