THE UNIVERSITY OF BRITISH COLUMBIA

Preliminary Investigation Checklist for Supervisors

Step 1: Manage the Scene	
☐	For injuries, call first aid 604-822-4444 (faculty/staff/student-staff) or 604-822-2222 (students/volunteers/contractors). In the event of a medical emergency, call 9-1-1 then call first aid. For UBC workplaces located outside the Point Grey campus, please refer to the designated first aid procedures specific to each site.
☐	Visit the site (as practicable) and ensure that work the scene is safe or restricted until the hazard is removed or properly mitigated
☐	Determine whether the incident must be reported immediately to WorkSafeBC (see criteria below). If it does, Immediately notify Safety & Risk Services (SRS) by calling Campus Security at 604-822-2222. SRS will provide guidance and notify WorkSafeBC if required
	☐ Death of a worker
	☐ Serious Injury (major broken bone, fracture, crush, amputation, 3rd degree burn, penetration to eyes, chest, lungs, circulatory shock or injury to internal organs, asphyxiation/poisoning, heat stroke/hypothermia, loss of senses etc.)
	☐ Ambulance transport to hospital
	☐ Major structural failure or collapse
	☐ Major release of hazardous substance
	☐ Fire or explosion with potential for serious injury
	☐ Blasting accident causing injury
	☐ Diving incident that causes death, injury or decompression sickness requiring treatment
Step 2: Gather Information	
☐	Contact the injured worker and any witnesses to identify what happened. Encourage the worker involved to submit a report on the Centralized Accident Incident Reporting System (CAIRS).
☐	If a worker has sought medical attention and/or missed time from work as a result of the incident, encourage them to start a claim by calling 1.888.WORKERS (1.888.967.5377).
☐	Record any facts of the incident (tasks, equipment used, materials, weather, time of day, etc.)
☐	Identify the Date, Time(s) and Location of the incident
☐	Review documentation (training records, written procedures, preventative maintenance records etc.)
☐	If reasonably available, reach out to a worker representative from the Joint Occupational Health & Safety Committee (JOHSC), Local Safety Team (LST), or a worker familiar with the type of work that is performed by the injured worker (not a supervisor) to assist with the incident investigation
Step 3: Evaluate Findings	
☐	Identify a timeline of events leading up to the incident (this may include previous days), the incident itself and what followed the incident (ie. First aid)
Step 4: Determine Contributing Factors	
☐	Identify any immediate contributing factors (acts, practices or conditions). These can be task related, environment related, organizational related, equipment related, or human related. Do not blame the worker.
Step 5: Develop Corrective Actions	
☐	Develop interim corrective actions to ensure the incident scene is safe and the hazard has been properly mitigated or removed. Identify the person responsible and the date for completion.
Step 6: Complete Documentation	
☐	Input all the information gathered into CAIRS within 48 hours of the incident to complete the preliminary investigation. To complete the full investigation, you will need to return to this incident report to add in additional

	details, contributing factors, root cause and corrective actions. However, if there is nothing further to add, the preliminary investigation is considered the full investigation.

Full Investigation Checklist for Supervisors

Note: The full investigation is not a separate report in CAIRS, it is building upon the same initial preliminary investigation report and must be completed within 30 days of incident

☐	Retrieve the Accident Investigation (AI) link that CAIRS sends from your email to get back into the report and update any details that have surfaced since the preliminary investigation. If unable to retrieve AI link, contact ubc.cairs@ubc.ca
☐	Update the report with any new details that have surfaced since the preliminary investigation
☐	Identify the underlying root cause(s) of the incident (assess the contributing factors and why or how those occurred in that moment)
☐	Identify corrective actions that address the root cause to prevent recurrence of similar incidents. Identify the person responsible and the date for completion. Note: Corrective actions need to be identified within 30 days not completed within 30 days. Follow the Hierarchy of Controls for developing corrective actions

Lastly, be sure to follow up and update the investigation report (in CAIRS) to indicate that the corrective actions are completed, and continue to evaluate those actions in operation for effectiveness.