

Agrichemical Warehousing Standard Association

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Protocol E 19 SOP for Accident and Incident Investigation and Recording

This AWSA protocol requires each certified location to have a standard operating procedure (SOP) in place for the investigation of an accident and an incident. A standard operating procedure will:

- (a) Define the various types of accidents and incidents
- (b) Provide the timing of reporting and
- (c) Who must get the written reports and
- (d) Who should do the investigation and
- (e) What to do once the investigation is complete and
- (f) What actions will be taken to ensure that the accident/incident will not happen again

Note: Your AWSA auditor is required to examine your SOP documentation and any completed investigation based on your standard operating procedure.

What is an accident? “An accident is an undesirable event that results in physical harm to a person or damage to property. It usually involves contact with sources of energy (i.e. kinetic, electrical, chemical or thermal) above the threshold limit of a body or structure.”

What is an incident? “An incident is an undesirable event that could (or does) downgrade the efficiency of the business operation.”

Types of Accidents and Incidents

1) **Fatality:** Self-explanatory

2) **Occupational Illness:** Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

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It includes acute and chronic illnesses or disease which may be caused by inhalation, absorption, ingestion, or direct contact.

Some occupational illnesses are:

- a) Occupational skin disease or disorder
- b) Dust disease of the lungs (pneumoconiosis)
- c) Respiratory condition due to toxic agents
- d) Poisoning (systemic effects of toxic materials)
- e) Disorders due to physical agents(other than toxic materials)
- f) Disorders associated with repeated trauma
- g) All other occupational illnesses

3) Occupational Injury: Any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from a single instantaneous exposure in the work environment. Note: Conditions resulting from animal bites, such as insect or snake bites, and from one-time exposure to chemicals are considered to be injuries.

All recordable occupational injuries or illnesses result in either:

- a) Fatalities, regardless of the time between the injury or the length of illness and death
- b) Loss workday cases, other than fatalities that result in lost workdays or
- c) Nonfatal cases without lost workdays.

4) Restricted work: Restriction of work or motion occurs when the employee, because of the result of a job-related injury or illness, is physically or mentally unable to perform all or any part of his or her normal assignment during all or any part of the workday or shift.

5) Medical Treatment: Includes treatment of injuries administered by physicians, registered professional personnel or lay persons (i.e. non-medical personal). Medical treatment does not include first aid treatment (One time treatment and subsequent observation of minor scratches, cuts, burns, splinters , etc, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

6) First Aid: Any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not ordinarily require medical care. Such treatment and observation are considered first aid even though provided by a physician or registered professional personnel.

7) Unsafe acts and unsafe conditions: Any observable unsafe act or unsafe condition which has not yet resulted in injury or illness.

Further information can be obtained by using the Google search engine and typing in “Occupational Accident Investigation” or go to< www.ccohs.ca>.