

OH&S Committee Employee Event Review Guide

Step 1: Requesting Employee Event Reports

The OH&S Committee Chairperson(s) can request employee event reports from the Wellness & Safety Team a minimum of **1 week** prior to needing the report.

When you receive an incident report, please note the following:

- Incident reports are confidential documents and only the Chair(s) of the committee require a copy. All committee members should **not** be receiving printed or electronic copies of the incidents.
- When the Chair(s) of the committee shares the incidents with their committee at a meeting, they are to communicate the incident details in a way that does not provide any identifier information.
- The full incident is not expected to be read to the committee, but enough detail should be provided for the committee to understand what happened and why it happened to determine appropriate follow up.
- The Chair(s) of the committee may want to consider reviewing the incidents prior to the committee meeting to summarize the main points of each incident. The Wellness and Safety Team is not resourced to summarize incidents for all committees they provide incident reports for.

Step 2: Reviewing Employee Events at your OH&S Committee Meeting

To have effective discussion about incidents with your committee, use the following discussion guide when reviewing Employee Events:

What happened?

- **Review incident and collect data**
 - Example: Employee fell in parking lot, tripped in hole on broken pavement. Cut left knee. Employee reported to security when he came in and showed him where it was. Filled out WCB form 6.

Why did it happen?

- **Review the data collected and do analysis**
 - Example: Pavement cracked, large narrow hole

What are our recommendations?

- **Based on information gathered develop recommendations**
 - Example: Was maintenance notified of incident? Was caution sign placed in area? Was pavement repaired? Review workplace inspection reports to see if this was noted.

What did we learn that we can share?

- **Key learning points**
 - Example: Be sure parking lots are inspected during workplace inspections; report any hazards to maintenance when noted.

Step 3: Recording Employee Event Review in Meeting Minutes & Follow up

The meeting minutes must capture the review of Employee Events and the action items discussed by the committee. Below is a helpful format to record the incidents in the minutes.

Committee members are to share the role of following up on incidents on behalf of the committee by an assigned date. The committee members will report back their findings to the committee.

Incident #	Date	Concern	Action	Responsibility	Deadline
12345	Sept. 1, 2020	Employee fell in parking lot, tripped in hole on broken pavement. Cut knee.	Follow up with maintenance to see if hole in parking lot addressed	Committee member John Doe	Sept. 2, 2020