



Guide to Completing an Employer Incident Investigation Report (EIIR)

The Chilliwack School District has an employer incident investigation report (EIIR) template you can use when preliminary and full investigations are required following an incident in your workplace.

What is this guide for?

This guide will tell you when an EIIR is necessary and just as important when it is not.

This guide will walk you through the process of completing an EIIR, in conjunction with the requirement of Part 2, Division 10, of the Workers Compensation Act (the ACT) and prevention policies P2-71-1 and P2-72-1.

When is completion of the EIIR due to District Health and Safety?

Report Type	When	Template Sections
Preliminary Investigation	Complete within 48 hours	1 to 14
Interim Corrective action	As soon as possible	1, 9, & 12
Full Investigation	Complete within 30 days	1 to 19
Full Corrective action	As soon as possible	1, 19, & 17

How do I submit full investigation reports (EIIRs) to health and safety?

Email completed EIIRs to:

healthandsafety@sd33.bc.ca

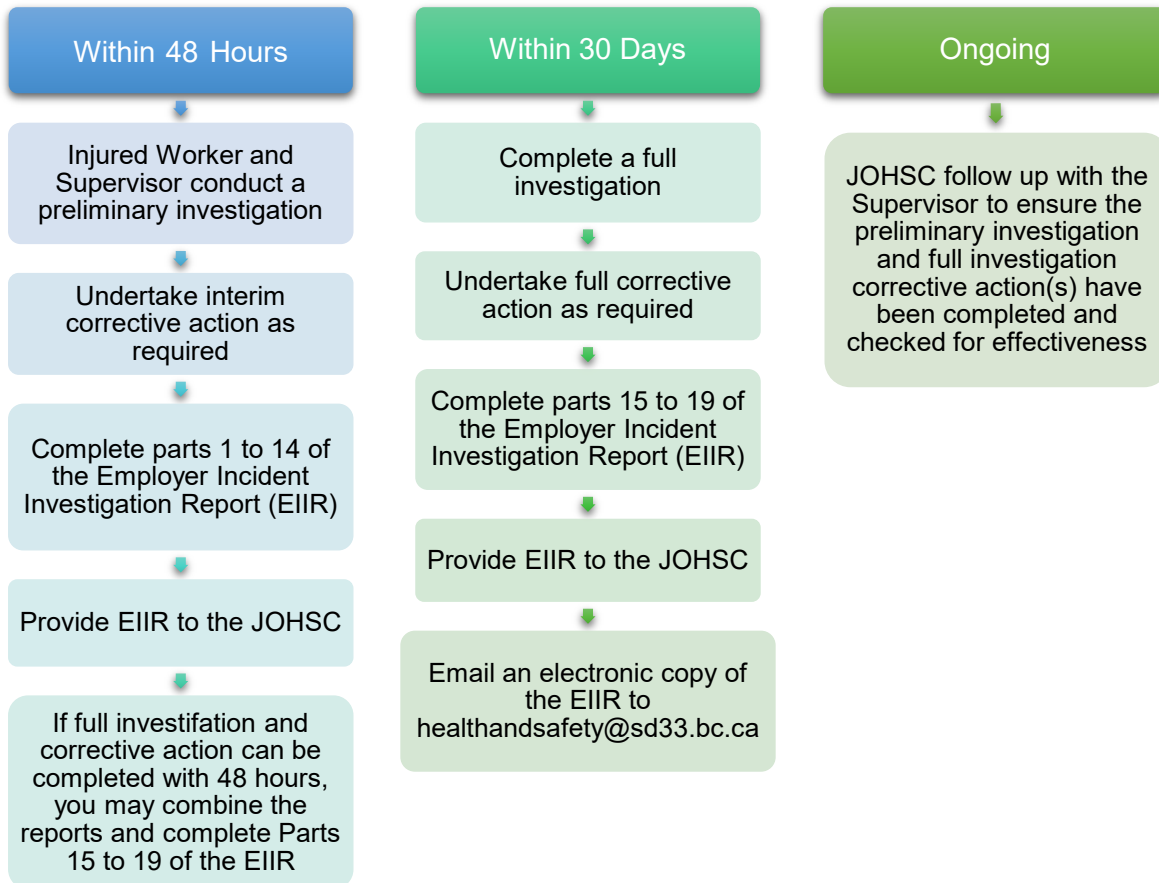
When is an investigation required?

Employers are required to immediately investigate any incident that involves the following:

- **Injury requiring medical treatment beyond first aid**
- **Minor injury or no injury but had potential for causing serious injury**
- *Serious injury to or death of worker*
- *A major structural failure or collapse*
- *A major release of hazardous substance*
- *Fire or explosion with potential for serious injury*

Note: For the *italicized* incident types, you must notify WorkSafeBC immediately. Call toll-free 1.888.621.7233. After hours call 1.866.922.4357.

You must also notify the District Executive Team and the Occupational Health and Safety Manager.



Step 1: Preliminary Investigation Report

When an incident occurs, you must conduct a preliminary investigation to identify any unsafe conditions, acts, or procedures to identify and manage hazards in the workplace. This helps ensure that work can be done safely during the interim period between the incident and the conclusion of the full investigation.

When the preliminary investigation is complete, open an [EIIR TEMPLATE](#) and enter the incident details in sections 1 to 14.

Save the file as a PDF file indicating date of the incident (YYYY-MM-DD), type of report (Preliminary Investigation), and the injured workers name (last name, first name). Complete this report within 48 hours.

Preliminary investigation reports must be initiated immediately. Do not submit your preliminary investigation report to health and safety unless requested.

Section 1: Employer Information

Insert the on site Supervisor (e.g. School Administrator, Manager) at the time of incident. Include email and phone number.

Section 2: Injured Persons

Provide the name(s) and job title(s) of individual(s) injured in the incident.

Section 3: Place, Date, and Time of Incident

Insert the street address of the place where the incident occurred, the postal code, the date of incident, and the time of incident.

Section 4: Type of Occurrence

Use this section to indicate the type of incident you are investigating.

- If it's a first aid only injury and there was no risk of serious injury, you are not required to investigate it.
- You are not required to investigate a vehicle accident occurring on a public street or highway.

Section 5: Report Type

Indicate whether this is a preliminary investigation, interim corrective action, full investigation, or full corrective action report. If you are using the EIRR template for multiple reporting obligations. Select all the report types that apply. For example, if you have completed the preliminary investigation and identified and taken corrective action, select the "Preliminary Investigation Report" box and the "Interim Corrective Action Report" box.

Section 6: Witnesses

Provide the names and job titles of any witnesses to the incident, be they workers or members of the public. Leave this section blank if there were no witnesses.

Sections 7: Other Persons Whose Presence Might Be Necessary for a Proper Investigation.

Provide the names and job titles of anyone who is needed to conduct the investigation. This may include:

- workers who did not witness the incident, but have pertinent knowledge
- someone who maintained equipment involved in the incident.

Section 8: Sequence of Events That Preceded the Incident

Identify significant events that led up to the incident. Arrange the events in chronological order, from first to last.

Sections 9: Unsafe Conditions, Acts, or Procedures That Significantly Contributed to the Incident

Analyze the sequence of events. Ask why each event happened. Describe any unsafe conditions, acts, or procedures (for example, poor housekeeping or failure to follow safety procedures).

Avoid stopping at personal factors, such as "worker was careless". Consider possible problems with factors such as training, equipment maintenance, standard work procedures, and working conditions.

Sections 10: Nature of Serious Injury

This section is OPTIONAL and is only used to indicate the nature of the injury, if applicable.

According to the Guideline G-P2-68-1, a serious injury "is any injury that can reasonable be expected at the time of the incident to endanger life or cause permanent injury".

Section 11: Brief Description of the Incident

Summarize in just ONE or TWO sentences what happened based on the information in sections 8 and 9.

Section 12: Corrective Actions Identified and Taken to Prevent Recurrence of Similar Incidents

Describe the corrective actions you have identified to prevent similar incidents.

Also include the following:

- the name and job title of the person responsible for completing it and ensure they are notified of the assignment,
- the anticipated completion date, and
- the actual completion date which may take inquiry from the onsite Supervisor and/or the onsite JOHSC.

If some actions still have not been done at the end of full investigation, ensure they are included in your full corrective action report.

Section 13: Explanation of Blank Preliminary Report Areas, If Any

You are expected to take reasonable steps to investigate the incident and identify unsafe conditions, acts, or procedures.

If you can't complete the preliminary investigation you should still provide any information you have available.

Section 14: Person who carried out or participated in the preliminary investigation.

Include the name and job title of anyone who took part in the incident investigation.

This will typically be the on site Supervisor and the Injured Worker after considerations like first aid and/or medical aid, and ensuring the incident scene is safe or secured.

Step 2: Interim Corrective Action Report

Interim corrective action reports must address the findings of the preliminary investigation. If all interim corrective action was completed when the preliminary report was written the preliminary is complete.

The Information you provide in sections 1 to 14 is sufficient to satisfy your legal obligation to prepare both a preliminary incident investigation report and interim corrective action report. You must provide these reports to your Joint Occupational Health and Safety Committee. Don't send these reports to health and safety unless requested to do so.

Step 3: Full Investigation Report

In the full investigation, you must determine the causes of the incident.

These causes could include underlying problems with supervision, training, preventative maintenance, or other management systems.

When you have completed the full investigation, open the interim corrective action report and add information to sections 15 to 19.

Submit the report to health and safety (healthandsafety@sd33.bc.ca) within 30 days of the incident.

Don't submit attachments to the report, such as photos, videos, and drawings. Instead keep them at the workplace.

Section 15: Determination of Causes of Incident

Analyze the facts and circumstances of the incident to identify the underlying factors that led to it.

What underlying factors made the unsafe conditions, acts, or procedures possible?

Identify health and safety deficiencies.

Section 16: Full Description of the Incident

Use the brief description from the preliminary report as a starting point.

Only expand upon the preliminary description if your full investigation has revealed new facts pertinent for describing what happened that caused the injury.

If the preliminary description is sufficient and accurate simply copy and paste it here.

Section 17: Additional Corrective Actions Necessary to Prevent Recurrence of Similar Incidents.

Describe the corrective actions you have identified to prevent similar incidents.

Also include the following:

- the name and job title of the person responsible for completing it and ensure they are notified of the assignment,
- the anticipated completion date, and
- the actual completion date which may take inquiry from the onsite Supervisor and/or the onsite JOHSC.

Section 18: Persons Who Carried Out or Participated in The Full Investigation

Include the name and job title of anyone who took part in the incident investigation.

This will typically be the onsite Supervisor, the Injured Worker, and a JOHSC Worker Representative.

Section 19: Other Relevant Workplace Parties

Provide the names and job titles of anyone who is needed to conduct the investigation.

This may include:

- workers who did not witness the incident, but have pertinent knowledge
- someone who maintained equipment involved in the incident.

Step 4: Full Corrective Action Report

If there are corrective actions not yet completed when the full investigation is finished and the report is completed the onsite Supervisor is responsible for the follow-up to ensure completion.

When all the corrective actions in sections 12 and 17 have been completed and the actual completion dates are inputted rename the document to “**Employer Full Investigation Report**” and email it to

healthandsafety@sd33.bc.ca.

The Information you provide in sections 1 to 19 is sufficient to satisfy your legal obligation to prepare a full incident investigation report. You must provide these reports to your Joint Occupational Health and Safety Committee.

What Formats Is the EIIR Template Available In?

The template is available in PDF. The template is dynamic, you can type in the fields. However, it can't be customized with additional fields.

Do I Have to Use the EIIR Template?

Yes, the report contains the information required by Policy P2-71-1 and Policy P2-72-1 in order to comply with sections 71(2)(a) of the Act.

What Are the Timelines?

You must initiate the preliminary investigation immediately and complete a preliminary investigation report within 48 hours of the incident, but depending on the complexity of the incident, you might be able to complete your full investigation report within 48 hours.

The 48-hour period can be extended if it expires on a Sunday or other holiday, or it expires on a day you are not normally working.

Can I Hand Write the Full Investigation Report?

Electronic and typed copies using the submit button on page 5 are the clear preference.

The PDF TEMPLATE is formatted to be printed and may allow enough space for you to write in the needed information. You could then scan the printed document as a PDF to health and safety

healthandsafety@sd333.bc.ca.

Who Needs to Conduct the Investigation?

Your incident investigation must be carried out by people who are knowledgeable about the type of work involved.

The onsite Supervisor, Injured Worker, and a JOHSC Worker Representative must participate when reasonably available.

That means each investigation will be carried out by at least two people, maybe more for complex investigations.

For guidance on how to determine whether a JOHSC Worker Representative is “reasonably available” to participate in an employer incident investigation consult [WorkSafeBC Guideline G-P2-70-1](#).

Participation in the investigation may include viewing the scene of the incident.

People participating in the investigation should understand the investigation process and be able to analyze the sequence of events to find all factors contributing to the incident.