

12 STEP ACCIDENT Checklist


2025

No one wants a critical injury at the workplace. Unfortunately, accidents happen. When they do, this 12 Step Accident Checklist will help guide you through the process.

For assistance with any Step, including information about compliance across Canada, contact the health and safety experts at Sherrard Kuzz LLP, a 5-Star Safety Law Firm (Canadian Occupational Safety®)

- 1. Provide Medical Assistance:** Provide first aid and call for emergency medical assistance as needed.
- 2. Preserve the Scene:** Other than to preserve life, provide first aid or prevent unnecessary damage to equipment or property, secure the area and do not move anything until the labour regulator determines if it will conduct an investigation, and/or release the scene.
- 3. Contact your Lawyer:** Call your Sherrard Kuzz LLP lawyer or the **Sherrard Kuzz LLP 24 Hour Line (416.420.0738)**. We'll help protect your organization.
- 4. Consider the Seriousness of the Injury:** If the injury meets the legislative definition of "critical" there may be a requirement to notify, report, and investigate (see below).
- 5. Notify:** If the injury triggers a duty to notify, promptly contact the applicable labour regulator, workplace Joint Health and Safety Committee, and trade union (if applicable).
- 6. Report:** If the injury triggers a duty to report, submit the report with the required information to the labour regulator within the timeframe specified (e.g., 48 hours for Ontario) and provide a copy to the workplace Joint Health and Safety Committee and union, if applicable. An employer subject to a workers' compensation scheme may have additional reporting obligations. For assistance contact Sherrard Kuzz LLP.
- 7. Investigate:** If the injury triggers a duty to investigate, or if an internal investigation is appropriate, this should be undertaken without unnecessary delay. For assistance contact Sherrard Kuzz LLP.
- 8. Collect Information/Documentation:** Record the full name and contact information of each witness and individual providing first aid. It may be important to reach these people in the future. Begin to collect copies of any documents relevant to the incident (e.g., the organization's health and safety policies, training records, written work procedures, and equipment manuals). These documents may be required by the labour regulator and for the purposes of any investigation.
- 9. Co-operate:** Every organization is required by law to co-operate with a labour inspector or the police. **However, employers have rights too – know what they are.** To prevent unnecessary disclosure of incriminating evidence contact Sherrard Kuzz LLP for advice before responding to a request for an interview or for documents by the labour regulator or police. In addition, maintain records of any communications with and/or steps taken by a labour inspector or police.
- 10. Protect the Investigation Report from Disclosure:** Steps should be taken to protect the results of an investigation from disclosure to a labour regulator or the police, if possible. To learn how, contact Sherrard Kuzz LLP.
- 11. Obtain Independent Expert Advice:** Consider the benefit of retaining an expert to comment on conditions at the time of the incident (e.g., engineer, health and safety consultant, etc.).
- 12. Take Proactive Steps:** Consider undertaking a workplace health and safety audit to review policies, practices, training, and inspection schedules. An audit may enhance worker protection, demonstrate a commitment to maintaining a safe workplace, provide grounds for a due diligence defence if charges are laid, and reduce any penalty ordered against the workplace and/or management resulting from an incident.



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