

# 12 STEP ACCIDENT Checklist

2026

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, including for 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 & Collect Witness Information:** 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 health & safety regulator determines if it will conduct an investigation, and/or release the scene. 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.
- 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 and Surrounding Circumstances:** If the injury meets the legislative definition of "critical" there may be a requirement to notify, report, and investigate (see below). Even if the injury is not "critical" there may still be a duty to report (e.g., workplace violence, explosion, or fire, etc.).
- 5. Notify:** If the injury triggers a duty to notify, promptly contact the applicable health & safety regulator, workplace Joint Health and Safety Committee, and trade union (if applicable).
- 6. Report:** Determine whether the injury triggers a duty to report. If so, submit the report with the required information to the health & safety regulator within the timeframe specified (e.g., 48 hours for a critical injury in 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. Contact Sherrard Kuzz LLP for assistance.
- 7. Collect Information/Documentation:** Begin to collect any documents relevant to the incident (e.g., the employer's health and safety policies, training records, health and safety meeting minutes, written work procedures, inspection reports and equipment manuals). These documents may be required by the health & safety regulator and for the purposes of any investigation.
- 8. Investigate:** If the injury triggers a duty to investigate, or if an internal investigation is appropriate, this should be undertaken without unnecessary delay. Contact Sherrard Kuzz LLP for assistance.
- 9. Co-operate:** Every organization and individual is required by law to co-operate with a health & safety inspector or the police. **However, employers have rights too – know what they are.** To prevent unnecessary admissions or disclosure of incriminating evidence contact Sherrard Kuzz LLP for advice before responding to a request from the health & safety inspector or police for an interview or for documents. In addition, maintain records of any communications with and/or steps taken by the health & safety inspector or police.
- 10. Protect Your Investigation Report from Disclosure:** Steps should be taken to protect the results of your investigation from disclosure to the health & safety 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 assess and comment on the 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 employer, its management and/or employees resulting from an incident.