
35.0 INVESTIGATION POLICY

35.1 PURPOSE

To investigate incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

35.2 POLICY

The following types of incidents shall be fully investigated:

1. injuries requiring medical aid
2. incident resulting in loss of life or property damage
3. near-miss incidents that have a serious or major severity potential
4. all incidents that, by regulation, must be reported to Occupational Health and Safety, W.C.B. or other regulatory agencies.

35.3 RESPONSIBILITIES

1. All employees shall report all incidents to their immediate supervisor and the safety coordinator.
2. The safety coordinator shall determine the need for and if necessary, direct detailed investigations. These investigations shall determine causes, recommend corrective action and report to management.
3. Management shall review all reports, determine corrective action to be taken, to be taken, and ensure that such action is taken.

SIGNED: _____

DATE: _____

SUPERVISORS INCIDENT INVESTIGATION REPORT

File No. _____

Date: _____

Who was involved?

What happened? _____

When? Date: _____

Time: _____

Where: _____

What was the immediate cause? _____

What were the underlying causes? _____

What training, instruction and cautions were given before the incident? _____

How can similar incidents be prevented in the future? _____

Recommendations for further action: _____

Person in Charge: _____

Signature: _____