



**Chapter 10:
Investigation Policy**

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Purpose

The purpose of this chapter is to ensure that Incidents and near misses are reported to the appropriate authorities and to ensure all Incidents are properly investigated to determine why they happened and to prevent their reoccurrence.

Objectives

The objectives are to:

- Explain the various investigations procedures and policies in a clear and concise manner.

Special Terms

OH&S OCCUPATIONAL HEALTH & SAFETY

WCB WORKERS' COMPENSATION BOARD

10.1 Policy on Investigations

Purpose:

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

Policy:

The following types of incidents shall be fully investigated:

1. Incidents that result in a Fatality or Lost Time Injury.
2. Incidents that cause severe property damage or interrupt operation.
3. Incidents that have the potential to result in items 1 or 2 above.
4. Any incident that, by regulation, must be reported to OH&S, WCB, or any other regulatory agency.

Responsibilities:

1. All employees shall report all incidents and near misses to their immediate superior.
2. Supervisors shall be trained and responsible to conduct the initial investigation along with the HSE Department and submit their reports promptly to management.
3. The HSE Manager shall determine the need for and, if necessary, direct detailed investigations; and, shall also determine the immediate and underlying causes, recommend a corrective action plan, a date for recommended action to be completed by and report to management.
4. All Managers shall review all investigation reports, determine corrective action to be taken, and ensure that such action is implemented within their Department.

The safety information in this Policy does not take precedence over Occupational Health & Safety Regulations. All employees should be familiar with the OH&S Act, Regulation, and Code.



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Investigation Policy

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10.2 Serious Incident Investigation Process

Fatalities, Serious incidents, and all Lost Time Injuries must be reported immediately to the appropriate Superintendent and the HSE Department. The HSE Department will ensure the appropriate authorities are contacted and the investigation is conducted.

An “Incident Investigation Report” shall be completed and forwarded to the Operations Manager within 72 hours of the Incident.

Investigation reports to include:

- Description of Incident
- Statement of witnesses
- Statement of involved employee
- Immediate cause of Incident
- List of contributing factors to Incident
- Recommendations for prevention
- Action items identified, responsibility for follow up assigned
- Date follow up will be completed by
- Copies of work orders issued.

10.3 Incident Investigation Policy & Procedure

Forms:

1. Incident Report
 - To be completed for all incidents/injuries/near misses (potential incidents).
 - This report replaces diary notations for all minor injuries.
 - To be completed and signed by supervisor and forwarded to the HSE Manager/Coordinator.

2. WCB - Employers Report of Incident
 - To be completed and forwarded to the individual responsible for WCB reporting, and is required on all Incidents involving lost time from work or injuries requiring on-going care, i.e. Physiotherapy, Chiropractor etc.
 - To be submitted to WCB within 72 hours of time of Incident.

3. WCB Workers Report of Incident
 - To be completed by the worker involved in the incident as described above and submitted to the WCB within 24 hours of the time of the Incident.