



POLICY 4.3 INVESTIGATIONS

Department: Occupational Health and Safety Date Approved: April 19, 2013
Rescinds: Board Res. No: 063/04/19/13

PURPOSE:

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

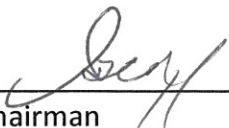
SCOPE:

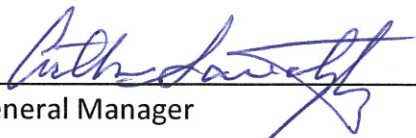
The following types of incidents shall be fully investigated:

1. Accidents that result in injuries requiring medical aid;
2. Accidents that cause property damage or interrupt operation with potential loss exceeding \$500.00;
3. Incidents that have the potential to result in (1) or (2) above;
4. All incidents that, by regulation, must be reported to Occupational Health & Safety, Workers' Compensation Board, or other regulatory agencies.

POLICY:

1. All employees shall immediately report all incidents to their supervisor.
2. The supervisor and/or department head shall conduct initial investigations and submit their Incident Investigation Report to the General Manager promptly.
3. The department head shall determine the need for, and if necessary, direct detailed investigations. They shall also determine causes, recommend corrective action, and report to the General Manager.
4. The General Manager shall review all department head reports, determine corrective action to be taken, and ensure that such action is implemented.


Chairman


General Manager