

Investigation Policy

Overview

To investigate accidents/incidents in a timely manner so causes can be determined and corrective actions can be implemented to prevent reoccurrence.

Policy

In this company, the following types of accidents/ incidents shall be fully investigated:

- Accidents that result in injuries requiring medical aid
- Accidents that cause property damage or interrupt operations with potential loss
- Incidents that have the potential to result in the above lines such as close calls or near misses
- Incidents that cause or have the potential of Occupational Illness.

All incidents that fall under OH&S Regulations Part II section 8 accident causing serious bodily harm and section 9 dangerous occurrences must be reported to OH&S. These will be investigated under OH&S Regulations Part II section 29 Investigation of certain accidents, section 30 prohibition re scene and section 31 investigation of dangerous occurrence

Responsibilities

Management:

- Shall review all reports, determine the corrective action to be taken, and ensure that such action is implemented.

Safety Officer:

- Will determine the need for and, if necessary, direct detailed investigations.
- Will determine causes, recommend corrective action, and report to the safety committee.
- Will support management's corrective action and assist implementation.

Employees:

- Will report all accidents/incidents as soon as possible to their manager and or the safety officer.
- Will assist in the investigation when requested.
- Will participate in creating corrective action and recommendations for management
- Will support management's corrective action and assist in implementation.

Safety Committee:

- The Health and Safety Committee shall review all reports and, provide recommendations to management.
- Will support management's corrective action and assist implementation.

CEO: 

Date: January 11/2011

Created: December 22, 2010

Revised: