

POLICY # SA 006

INVESTIGATION POLICY/DIRECTIVE

DEPARTMENT: SAFETY

APPROVAL DATE:	36-06-97 (June 1997)
REVISION DATE (s):	2016-02-28 (Feb 9, 2016) ; 2017-12-16 (December 5, 2017)
REVIEW DATE (s):	

POLICY STATEMENT

The County of Vermilion River is committed to protecting the health, safety, welfare and wellbeing of its employees and others who may be affected by County undertakings. It is essential that anyone who works for or undertakes work on behalf of the County adheres to the requirements of this Policy.

PURPOSE

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

POLICY

In the County, 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 (O. H. & S.), Workers' Compensation Board (WCB) or other regulatory agencies.

Responsibilities:

1. All employees shall report all incidents to their immediate supervisor and Safety Coordinator within 24 hours of the incident.
2. Any incident that is deemed serious or major is to be reported to the CAO for review.
3. Supervisors shall conduct initial investigations and submit their reports to their Director and Safety Coordinator immediately.
4. Directors or Foremen shall assist the Safety Coordinator's need for and, if necessary, conduct detailed investigations. They shall also determine causes, recommend corrective action, and report to the Safety Coordinator.
5. The Safety Coordinator shall review all Director's investigation reports, and assist in determining corrective action to be taken, and ensure that such action is implemented.
6. The County of Vermilion River will provide "Incident Investigation" training in a timely manner to all employees responsible for conducting the investigations.

Incident Reporting

1. The incident is reported by an employee to their Supervisor. An incident involving an employee may be reported by others to the organization. The incident must be reported in writing by the supervisor.
2. The incident site must be visited if possible and the site preserved until the investigation is complete, if safe to do so. Photographs, sketches and other evidence collection should be undertaken promptly. Note: Incidents requiring immediate notification to WCB will require communication with WCB or Occupational Health and Safety with regards to site access and preservation of evidence.
3. The direct supervisor of the employee involved or the person who reported the incident will organize and lead the investigation. The investigation must be carried out by those knowledgeable about the type of work involved and, if reasonably available, with the participation of the Safety Coordinator.



4. The investigation team will include those appropriate to the severity or potential severity and type of incident. The team may include people not under the scope of this policy (for example a prime contractor representative if the incident occurred on a worksite).
5. The investigation will follow the Incident Investigation Template format, which includes root cause analysis.
6. The investigation must be held in a timely manner. A preliminary investigation may be necessary if required attendees are not able to attend due to injury or other reasons.
7. The Health and Safety Committee will evaluate any future risks that recommendations or corrective actions create.
8. The Health and Safety Committee will monitor the effectiveness of any changes or implementations.
9. The Health and Safety Committee will communicate the recommendations and corrective actions to all relevant parties.
10. All investigation reports will be forwarded to the Health and Safety Committee. The Health and Safety Committee will review the reports for completeness and determine if additional investigation or distribution is required. Note: All investigations that require notification to Occupational Health and Safety will be forwarded after review by the Health and Safety Committee and approved by the Safety Coordinator or as directed by Occupational Health and Safety.