

Section 7 - Investigations

PURPOSE An investigation and follow-up procedure is an essential element of the Health and Safety Program. We shall prepare a written report detailing the entire situation in an attempt to determine appropriate conclusions and follow-up actions needed to prevent reoccurrence.

SCOPE An investigation and follow-up will be conducted relating to all incidents to determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Distribute investigation reports (Supervisor Investigation Kit) to all Supervisors as required.
- Review all injury reports and follow up with Supervisor and Project Managers as required.
- Retain all investigation reports and follow up actions as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all required incidents are investigated and appropriate follow up actions are completed.
- Participate in the Investigation process and follow as required.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Immediately report all incidents that require an investigation to be conducted to the Project Manager, Health and Safety Coordinator and Senior Management.
- Manage the accident scene and identify witnesses.

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- Conduct the Workplace Investigation using the Supervisor Investigation Kit and complete all required reports required by the situation.
- Document and determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence from the incident.
- Ensure each recommendation on the Investigation Report is completed within the established timelines.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Assist or participate in the Workplace investigation as requires.
- Provide statements and incident summaries as requested by the supervisor.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Supervisor any injuries, incidents, contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

PROCEDURE

All employees and/or subcontractors must be instructed to report all incidents to your supervisor immediately. A formal investigation will be conducted regarding incidents as following;

- Outside Medical Aid Required,
- Critical Injuries
- Property Damage
- Work Refusals
- Notices Required by Governing Authorities

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- Fires
- Violence and Harassment

The **Supervisor** will conduct the investigations with the assistance of the Health and Safety Worker Representatives where applicable. Members of the investigation team will be provided training in the appropriate investigation techniques through their Supervisory Awareness Training.

The investigation team will complete the investigation using the Supervisor Investigation Kit (**7-1 Package**) which outlines all company specific investigation techniques and detail all related information required to complete the forms within this kit.

It is the responsibility of the **Supervisor** to make conclusions, identify contributing factors and conduct follow up actions to prevent reoccurrence.

The **Supervisors** will be required to immediately forward any and all Investigation reports to the **Health and Safety Coordinator** for review.

Completed investigations reports must be documented with the purpose of coming to contributing factors and preventative actions to be communicated for ongoing proactive initiatives.

DISTRIBUTION

The Investigation documents will be kept on file at the site location and provided to the **Health and Safety Coordinator** after completion of the Investigation.

RECORDS

All records will be maintained on file by the **Supervisor** and provided to the **Health and Safety Coordinator** as required. These records are to be reviewed to determine the need for ongoing file maintenance. All Investigation reports will be maintained for minimum 3 years.