



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY # A-04-19

Supersedes # A-07-18

INCIDENT INVESTIGATION POLICY

THE PURPOSE OF THIS POLICY IS TO:

To investigate incidents so that causes can be determined and corrective actions implemented to prevent recurrence. This process may reveal hazards that were not identified through hazard assessments.

POLICY STATEMENT:

DEFINITIONS:

INCIDENT; is used in a broad sense to include accidents and other unplanned events which, under slightly different circumstances, could have resulted in harm to people or damage to equipment, machinery or property. These are often referred to as "near-misses"

ACCIDENT; is an unplanned, undesired event that results in; injury, illness or disease; or damaged tools, equipment or machinery; or damaged material or property.

In The Town of Drumheller, the following types of incidents shall be investigated:

1. Accidents that result in injuries requiring medical aid;
2. Accidents that cause property damage or interrupt operation with a 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 O.H. & S., WCB, or other regulatory agencies by the Health and Safety officer.

Investigations directed from the Health and Safety Office will be conducted if:

1. Failure of employee to use PPE
2. Immediate causes/hazards could have been controlled or eliminated

3. Corrective actions request future safety controls
4. Any other reason requested by supervisors or Health and Safety Office.

RESPONSIBILITIES:

1. All employees shall report all incidents to their immediate supervisor.
2. Supervisors and affected employees shall conduct initial investigations and Complete the incident/accident form and submit it to their supervisor promptly. The supervisor is responsible for forwarding the completed form to the Health and Safety Officer for further review.
3. The Health and Safety Office in conjunction with the supervisor or department head shall determine the need for and, if necessary, direct detailed investigations.
4. They (employee, supervisor and department head) shall also determine causes, recommend corrective action, implement action.
5. In the event of serious accidents, the department head will inform the Chief Administrative Officer of all details and will provide him with a copy of the final report.

Adopted by Health and Safety Committee

Date: November 18/19



Chief Administrative Officer