

Sample Investigation Policy

Purpose

The purpose of this policy is to ensure that incidents are investigated so that causes can be determined and corrective actions implemented to prevent recurrence.

Policy

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

1. Incidents that result in injuries requiring medical aid
2. Incidents that cause property damage or interrupt operation
3. Incidents that could have caused either (1) or (2) under slightly different circumstances (near misses)
4. All incidents that in accordance with Section 63 of the Nova Scotia Occupational Health and Safety Act, must be reported to Department of Labour, or other regulatory agencies such as the Workers Compensation Board.

Responsibilities

1. All employees shall report all incidents to their immediate superior.
2. Supervisors, with the help of the safety rep/committee, shall conduct initial investigations and submit reports to their superintendent promptly.
3. Superintendents shall determine the need for and, if necessary, direct detailed investigations. They shall also help to determine causes, recommend corrective action, and report to the manager.
4. The manager shall review incident reports, approve appropriate corrective action to be taken, and ensure that such action is implemented.

Signed: _____

Date: _____

Investigation Policy

It is the policy of this company to thoroughly investigate all incidents that result, or could have resulted (near misses), in injury or property damage.

The purpose of such investigation shall be to determine causes of the incident so that appropriate action can be taken to prevent recurrence. Have resulted

Supervisors, with the help of the safety rep/committee shall be responsible for conducting investigations and submitting reports to the manager.

The manager shall determine and implement the appropriate measures to prevent recurrence.

Signed: _____

Date